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MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 04-046

September 2, 2004

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary V. Gloston
Human Resources Director

SUBJECT: Merit Increase Consideration Form

In an effort to provide a more efficient process and a user-friendly document, the Merit Increase Consideration form has been revised. Human Resources will continue to provide the document for you but in a changed format. Listed below are the changes made to the form, and I've attached a sample for your review:

- Each form will be for an individual employee and information will pertain to that individual employee instead of a list of eligible employees as submitted in the past.
- An 'Agency Section' has been added to provide specific information on the eligible employee as well as salary information for the merit increase.
- The Merit Date (effective date) will be placed on the form for you eliminating the need for the supervisor to actually write in the effective date.
- The form has been simplified to clearly reflect **approval**, **reconsideration** or **disapproval**.

As a result of these changes, I am requesting that Merit Increase Considerations are returned to Human Resources as soon as action is taken on the eligible employee. This will eliminate the process of holding all merits until approval (or disapproval) is determined on all employees on the list. Since the forms are now for individual employees, there should be no need to hold the form beyond the effective date. As forms are returned to Human Resources, the information will be processed into the payroll system.

If you have any questions, please do not hesitate in contacting me.