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OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

ANGÈLE DAVIS  
SECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 05-028

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

**FROM:** Mary V. Gloston  
Human Resources Director

**SUBJECT:** Civil Service General Circular No. 1617  
Special Information Related to State Employees Evacuated as a Result of Hurricane Katrina

**DATE:** September 8, 2005

Civil Service General Circular Number 1617 was issued by the Department of Civil Service on September 7, 2005, as a correction to General Circular Number 1616 relaying specific information on the toll free hotline for displaced employees, payday for classified state employees, status of state employees, special leave, official closure and work location. The General Circular is attached or may be accessed at [www.dscs.state.la.us](http://www.dscs.state.la.us).

While this General Circular provides telephone numbers and websites available to employees, the CRT Human Resources Office is your first point of contact for questions/assistance. The Department of Civil Service established contacts in each state agency so that any displaced employee calling the toll free hotline would then be referred to the appropriate state agency for further information. **Please contact Human Resources with any questions and/or requests for assistance on human resource/payroll issues.**

Also, please be reminded that we have not heard from all of our displaced employees. If you should receive a call from them, please share contact information with Human Resources for communication purposes. Likewise, if we receive calls from your employees, we will share this information with you.

I would like to thank everyone for their patience and cooperation during this time. If we can be of service or assistance to any employee, please feel free to contact Human Resources.

MVG:cm  
Attachment  
c: Personnel Liaisons

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