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LIEUTENANT GOVERNOR


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

PAM BREAU
SECRETARY

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UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 08-013

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

FROM: Jan Ramezan 
Human Resources Director

SUBJECT: Updated Policies

DATE: August 7, 2008

The Office of Risk Management's Safety Audit, for the Department of Culture, Recreation and Tourism, began on August 1, 2008.

These updated policies must be replaced in Safety Manuals, New Hire Packets and made available to all employees. Please be reminded that a copy of the updated Sexual Harassment Policy must be posted on all bulletin boards. An updated New Hire Checklist will follow under separate cover.

If you have any questions or need additional information, contact Human Resources at (225) 342-0880.

JR:cm

Attachments – Americans With Disabilities Act Policy
Building and Office Inspections Policy
Early Return to Work Policy
Job Safety Analysis Policy (JSA-1-00 Form and JSA Form – attached)
Sexual Harassment Policy
Vehicle Operations Policy
Violence-Free Workplace Policy

Please Post and Circulate