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LIEUTENANT GOVERNOR

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

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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 *JR*  
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