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LIEUTENANT GOVERNOR

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

CHARLES R. DAVIS  
DEPUTY SECRETARY

DESIREÉ W. HONORÉ<sup>1</sup>  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 2011-021

**TO:** All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

**FROM:** Rikki Nicole David, PHR *(RND)*  
Human Resources Director

**SUBJECT:** HR Policy #2D-0115 – Outside Employment Policy

**DATE:** July 15, 2011

HR Policy #2D-0115 – Outside Employment has been issued, effective July 15, 2011. The policy requires that employees planning to engage in another employment opportunity outside of his/her OLG/DCRT position to receive pre-approval from the Deputy Secretary in order to do so.

**Any employee that is already engaged in outside employment as of the effective date of this policy must complete the attached Application for Outside Employment form and submit it to Ms. Casey Hickman in the Human Resources Division no later than Monday, August 1, 2011.**

The policy and associated application form may be accessed on OLG/DCRT's intranet (Channel Z), which is located at <http://www.crt.state.la.us/HR/Policies.aspx>.

Supervisors, please make the policy available to your employees who may not have email access.

Should you have questions, please contact the Human Resources Division at (225) 342-0880.

RND:ch  
Attachment  
c: Personnel Liaisons

**Please Post and Circulate**