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OFFICE OF MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2012-008

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

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

SUBJECT: New Hire Orientation – Procedural Change

DATE: March 7, 2012

Field Orientation:

Effective immediately, the procedure for conducting orientation for newly-hired personnel outside of the Baton Rouge has been revised. Specifically, the Human Resources Division is now responsible for providing orientation *in regard to OLG/DCRT policies*.

Nonetheless, it is important to note that field managers will continue to be responsible for having the employee complete his/her new hire forms (i.e., direct deposit, tax forms, benefits forms, etc.) and for the timely submission of such documents to HR for entry into the payroll system. The New Hire Orientation Checklist has been updated to reflect the removal of policy orientation from the field manager's responsibilities, and can be accessed from Channel Z at www.crt.state.la.us/HR/Forms.aspx. In addition, HR will be sending out updated packets to the personnel liaison for each site.

A Human Resources representative will conduct approximately 4-8 policy orientations throughout the State each year. The location and date/time of these meetings will be determined by the number of new hires and their assigned work sites. Nonetheless, it is intended that a policy orientation will be held within two to three months of a new hire's start date.

Newly-hired field personnel may be required to drive up to two hours from their assigned work site in order to attend a policy orientation session. For example, if there are three new employees

in northwest Louisiana at Greenwood Welcome Center, Lake Claiborne State Park, and Lake Bistineau State Park (respectively), the policy orientation may be scheduled at one of those three locations, or another mutually-convenient site.

Once there are sufficient new hires in an area to justify doing so, each of the new hires' managers will be contacted in order to schedule a date/time and location for the policy orientation.

Headquarters Orientation:

The Human Resources Division will continue to provide complete orientation (forms and policies) to any new hires in and around the Baton Rouge area. Such orientation is held every two weeks at the Capitol Annex building. If a field manager would like to send a new hire to a Baton Rouge orientation rather than wait for the traveling policy orientation, he/she is encouraged to make sure arrangements with Ms. Brandi Conway, Human Resources Specialist, by calling (225) 342-0954 or emailing at bconway@crt.la.gov.

If there are any questions or concerns regarding the above changes to the orientation process, please feel free to contact the Human Resources Division at (225) 342-0880.

RND:ch
c: Personnel Liaisons

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