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

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HUMAN RESOURCES MEMORANDUM NO. 2012-023

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

FROM: Rikki Nicole David, SPHR ^{RND}
Human Resources Director

SUBJECT: Policy Changes

DATE: July 30, 2012

The following policy changes have been made, effective July 30, 2012:

- Revision of PPM #33, Hiring Above the Minimum
The policy has been revised to allow an employee to be paid in accordance with Civil Service Rule 6.5(g) upon hiring, *or at any time within the first year of the hire date*. Such flexibility to grant 6.5(g) within the first year of an employee's probational appointment was already authorized by the Civil Service Rule, but could not be utilized until allowed for by OLG/DCRT policy, which is the reason for the revision.
- Issuance of PPM #43, Pay for Employees Appointed at Range Minimum
In accordance with Civil Service Rule 6.31, which became effective July 1, 2012, the new policy allows the Department to grant an employee a 2% base pay increase after serving six (6) months in a probational, job, or permanent appointment status, if he/she was hired at the pay range minimum. Those employees hired utilizing a 6.5(g) hiring rate or a Special Entrance Rate (SER) are not eligible for such an increase.

NOTE: The promulgation of this policy allows OLG/DCRT the flexibility to utilize Civil Service Rule 6.31, but is in no way mandatory. Given current budget constraints, requests for pay increases under this policy will be considered on a case-by-case basis.

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

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

RND:la
Attachment

c: Personnel Liaisons

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