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LIEUTENANT GOVERNOR

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

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DEPUTY SECRETARY

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## HUMAN RESOURCES MEMORANDUM NO. 2013-001

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

**FROM:** Rikki Nicole David, SPHR *RND*  
Human Resources Director

**SUBJECT:** Employee Handbook

**DATE:** January 3, 2013

Attached please find the OLG/DCRT Employee Handbook, which has been revised effective January 1, 2013. **All OLG/DCRT employees are required to read the Employee Handbook and complete/sign the attached Acknowledgment Form.** Signed acknowledgment forms are due to the Human Resources Division, Attention: Alex Pace, no later than **Friday, February 15, 2013.**

NOTE: When completing the Acknowledgment Form, please be sure to place a checkmark next to one of the boxes available in item 1 in order to indicate the manner in which you received the Employee Handbook.

The revised Employee Handbook may also be accessed on Channel Z, which is located at <http://www.crt.state.la.us/HR/EMPLOYEEHANDBOOK/index.aspx>.

Please note that this Employee Handbook cancels and supersedes all previous versions thereof.

Supervisors: Please make the Employee Handbook 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:ap  
Attachments

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