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

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HUMAN RESOURCES MEMORANDUM NO. 2013-014

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

FROM: Rikki Nicole David, SPHR Human Resources Director

SUBJECT: Revised PPM #32 – Probationary Period and Permanent Status Policy

DATE: April 25, 2013

PPM #32, Probationary Period and Permanent Status Policy, has been revised, effective April 24, 2013. Specifically, approval is now required by the Deputy Secretary or Undersecretary if the Appointing Authority intends to grant permanent status to an employee prior to the completion of the 12-month probationary period.

In conjunction, the Permanent Status Consideration Form has likewise been updated to provide a signatory line for the Deputy Secretary/Undersecretary in order to provide for his/her authorization when such exceptions to the 12-month probationary period are being requested.

The revised policy and form are attached for your convenience, and may also be accessed on OLG/DCRT's Channel Z, which is located at <http://www.crt.state.la.us/HR/Policies.aspx>.

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

RND:ap
Attachments
c: Personnel Liaisons

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