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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. 2013-015

**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:** Orientation Program Changes

**DATE:** April 30, 2013

Effective June 1, 2013, the Human Resources (HR) Division will be implementing two major changes to the new hire orientation program as follows:

### 1. SCHEDULING RESPONSIBILITY

It will now be your responsibility as the hiring manager to contact HR in order to schedule your new hire(s) to attend orientation. This will allow you, rather than HR, to select the orientation date and location that best accommodates your staffing needs and affords you sufficient time to make appropriate travel arrangements.

**\*\* ORIENTATION MUST BE COMPLETED BY ALL NEW HIRES WITHIN 90 DAYS OF EMPLOYMENT. FAILURE TO DO SO WILL RESULT IN SEPARATION FROM EMPLOYMENT. \*\***

### 2. RECURRING ORIENTATION SCHEDULE

Rather than scheduling orientations based on the number of new hires and their assigned work sites, as originally outlined in HR Memo #2012-008, there will now be four (4) different orientation sessions per month as follows (see next page):

<b>Fixed Schedule:</b>	<b>Location and Frequency:</b>	<b>Orientation Time/Type:</b>
Even-numbered months <i>(February, April, June, August, October, December)</i>	(1.) and (2.) Baton Rouge Capitol Annex – 1 <sup>st</sup> Tuesday of each pay period	10:00 AM – 11:00 AM: Completion of New Hire Forms 12:30 PM – 3:30 PM: Policy Orientation
	(3.) North Louisiana Jimmie Davis State Park – 1 <sup>st</sup> Wednesday of the month	10:00 AM – 1:00 PM: Policy Orientation
	(4.) South Louisiana Bayou Segnette State Park – 3 <sup>rd</sup> Saturday of the month	10:00 AM – 1:00 PM: Policy Orientation
Odd-numbered months <i>(January, March, May, July, September, November)</i>	(1.) and (2.) Baton Rouge Capitol Annex – 1 <sup>st</sup> Tuesday of each pay period	10:00 AM – 11:00 AM: Completion of New Hire Forms 12:30 PM – 3:30 PM: Policy Orientation
	(3.) South Louisiana Bayou Segnette State Park – 1 <sup>st</sup> Wednesday of the month	10:00 AM – 1:00 PM: Policy Orientation
	(4.) North Louisiana Jimmie Davis State Park – 3 <sup>rd</sup> Saturday of the month	10:00 AM – 1:00 PM: Policy Orientation

There will also be special **Lifeguard-only** Policy Orientation sessions on the 2<sup>nd</sup> Monday of the month during the summer months. These are scheduled as follows:

1. June 10, 2013 – Bayou Segnette State Park;
2. July 8, 2013 – Jimmie Davis State Park;
3. August 12, 2013 – Bayou Segnette State Park (if needed)

The designated locations have been selected given their centralized proximity to most of the parks/welcome centers in either the North Louisiana or South Louisiana regions. However, these sessions are open to employees from all areas of the State. Likewise, the Baton Rouge sessions are not exclusively for employees in that area. Understandably, the Baton Rouge sessions will likely be the most viable ones for those parks/welcome centers located in Southwest Louisiana, so we encourage attendance at these sessions accordingly.

Should you have any questions about orientation, or would like to schedule a new employee to attend an orientation session, please contact Jennifer Dyer at (225) 342-0954 or [jdyer@crt.la.gov](mailto:jdyer@crt.la.gov).

RND:ap  
Attachment  
c: Personnel Liaisons

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