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OFFICE OF MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2013-022

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

FROM: Rikki Nicole David, SPHR, IPMA-CP  Human Resources Director

SUBJECT: Orientation Program Changes

DATE: August 16, 2013

As previously announced in HR Memo 2013-015, policy orientation sessions for new hires are scheduled on a regularly-recurring basis each month in Baton Rouge, south Louisiana, and north Louisiana.

Effective September 1, 2013, new locations have been designated for policy orientation as follows:

- South Louisiana: **New Orleans City Park** (instead of Bayou Segnette State Park); and
- North Louisiana: **Lake D'Arbonne State Park** (instead of Jimmie Davis State Park).

Additionally, due to scheduling conflicts, the dates of the September 2013 sessions for north and south Louisiana have been moved as follows:

** TEMPORARY CHANGE FOR SEPTEMBER 2013 **

South Louisiana orientation will take place at New Orleans City Park on the 1st Wednesday of the September (9/4) from 10 a.m. – 1 p.m. and will resume normal scheduling in October 2013 (see chart below).

North Louisiana orientation will take place at Lake D'Arbonne State Park on the 2nd Saturday of the September (9/14) from 10 a.m. – 1 p.m. and will resume normal scheduling in October 2013 (see chart below).

Be reminded that it is your responsibility as the hiring manager to contact HR in order to schedule your new hire(s) to attend policy 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.

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

Fixed Schedule:	Location and Frequency:	Orientation Time/Type:
Even-numbered months <i>(February, April, June, August, October, December)</i>	(1.) and (2.) Baton Rouge Capitol Annex – 2 nd Tuesday of each pay period	12:30 PM – 3:30 PM: Policy Orientation
	(3.) North Louisiana Lake D'Arbonne State Park – 1 st Wednesday of the month	10:00 AM – 1:00 PM: Policy Orientation
	(4.) South Louisiana New Orleans City Park – 3 rd 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 – 2 nd Tuesday of each pay period	12:30 PM – 3:30 PM: Policy Orientation
	(3.) South Louisiana New Orleans City Park – 1 st Wednesday of the month	10:00 AM – 1:00 PM: Policy Orientation
	(4.) North Louisiana Lake D'Arbonne State Park – 3 rd Saturday of the month	10:00 AM – 1:00 PM: Policy Orientation

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

RND:ap
c: Personnel Liaisons

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