



JAY DARDENNE
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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UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2013-023

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

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

SUBJECT: Affordable Health Care Act (ACA)

DATE: September 11, 2013

As required by the Fair Labor Standards Act section 18b, the attached notice is being issued to all OLG/DCRT employees regarding the provisions of the Affordable Health Care Act (ACA).

All OLG/DCRT employees are required to read the "Options for Health Insurance Coverage" Notice and complete/sign the attached Acknowledgement Form. Signed acknowledgement forms are due to the Human Resources Division, Attention: Marilyn Joseph, no later than **Tuesday, October 1, 2013.**

For those current employees that do not have email access, the notice and acknowledgement form will be mailed to the employees' address of record in order to ensure receipt.

ATTENTION HIRING MANAGERS:

Effective immediately, the ACA notice and acknowledgement form are also required as part of the New Hire Orientation Checklist, which has been updated on Channel Z to include such. All new hires must be provided a copy of the ACA notice and return a signed acknowledgement form upon completion of their new hire paperwork. To ensure compliance with this requirement, please ensure that all outdated versions of the New Hire Orientation Checklist have been discarded.

The ACA notice and acknowledgement form may also be accessed on Channel Z, which is located at <http://www.crt.state.la.us/HR/Forms.aspx>.

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

RND:bc
Attachments
c: Personnel Liaisons

Please Post and Circulate