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

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## HUMAN RESOURCES MEMORANDUM NO. 2013-029

**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:** Revised PPM #35 – Special Entrance Rates Policy

**DATE:** November 4, 2013

PPM #35, Special Entrance Rates (SER) Policy, has been revised, effective November 4, 2013. Specifically, the policy was updated in order to add SER's for the Maintenance Repairer 1, 2, and Foreman job titles for the Office of State Parks, as well as to reduce the SER rates for the Custodian 1 and 2 job titles for the Office of Tourism.

The revised policy may be accessed on OLG/DCRT's intranet (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:bc  
Attachment  
c: Personnel Liaisons

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