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LIEUTENANT GOVERNOR

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

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HUMAN RESOURCES MEMORANDUM NO. 2014-008

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 Human Resources Director

SUBJECT: Employee Grievances Policy - Revised

DATE: March 5, 2014

PPM #18, Employee Grievances Policy, has been revised, effective March 3, 2014. Specifically, the policy was updated in order to reflect the Department's current practice regarding how grievances are reviewed and remove outdated text that had been included from the Civil Service Handbook.

OLG/DCRT encourages all employees to constructively and timely express their concerns and report possible workplace improprieties. When doing so, employees are expected to submit their concerns utilizing the attached ***Employee Grievance Form*** included at the end of this policy. By following this procedure, it affords the department the opportunity to identify and address problematic behavior in a structured and transparent manner.

All OLG/DCRT employees are required to read the policy and complete/sign the attached Acknowledgement Form. Signed acknowledgement forms are due to the Human Resources Division, Attention: Britain Carbins, no later than **Friday, April 4, 2014**.

The revised policy and Employee Grievance Form 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

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