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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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DEPUTY SECRETARY

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## HUMAN RESOURCES MEMORANDUM NO. 2014-011

**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:** Lump-Sum Performance Adjustment

**DATE:** April 2, 2014

The Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) have been approved by the Civil Service Commission to grant performance adjustments for Fiscal Year 2012-2013 via a one-time lump-sum payment.

Previously, OLG/DCRT submitted and received approval for a layoff avoidance plan to withhold base pay performance adjustments for FY12-13. While OLG/DCRT remains unable financially to provide such adjustments on a base pay basis, sufficient funds have been identified to support the issuance of a lump-sum payment equal to 4% of an employee's annual salary as of October 1, 2013.

In order to be eligible for a lump-sum performance adjustment, employees must:

- Occupy a full-time classified or unclassified position;
- Have been employed by OLG/DCRT as of June 30, 2013 and remained continuously employed through the date of issuance, which is April 2, 2014;
- If classified, have received a performance evaluation equivalent to "Successful" or higher for the performance year July 1, 2012 – June 30, 2013;
- If supervisory, have satisfied his/her PES requirements in accordance with Chapter 10 of the Civil Service Rules.

For eligible employees, the lump-sum performance adjustment will be reflected in their April 18, 2014 pay check.

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

RND:bc

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