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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. 2014-024

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

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

SUBJECT: Revised PPM #23 – Conditional Offer of Employment

DATE: December 9, 2014

PPM #23, Conditional Offer of Employment Policy, has been revised, effective December 9, 2014. Below is a recap of the revisions that were implemented:

- A. Removed Philosophy section;
- B. Updated web address for conditional offer form;
- C. Expanded Procedure section by:
 - (1.) Incorporating HR Memo #2012-024 requiring approval of HR Director for classified job offers above range minimum;
 - (2.) Adding verbal job offer step, and specifically **restricting that job offers only be extended Monday-Thursday**, so as to prevent inadvertently reducing the 48-hour window provided for drug screening purposes;
 - (3.) Specifying selected candidate's and hiring supervisor's responsibilities within the 48-hour window of verbal acceptance of offer per PPM #11 and HR Memo #2012-034;
 - (4.) Specifying submission of required paperwork to HR and that failure to do so shall delay the release of drug screen results;
 - (5.) Revised section title from Consequences to Violations;
 - (6.) Added Exceptions section;
 - (7.) Added Questions section.

The revised policy is attached for your convenience, and may also be accessed on OLG/DCRT's Channel Z, which is located at <http://www.crt.state.la.us/management-and-finance/human-resources/policies/index>.

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

RND:aj
Attachment
c: Personnel Liaisons

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