



JAY DARDENNE
LIEUTENANT GOVERNOR

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

CHARLES R. DAVIS
DEPUTY SECRETARY

DESIRÉE W. HONORÉ
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2015-025

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: PPM #46 – Classified WAE Appointments Policy

DATE: July 24, 2015

Effective July 24, 2015, PPM #46 – Classified WAE Appointments Policy, has been issued. In summary, the new policy provides the following:

1. Provisions that apply to classified WAE appointments, including a **work schedule restriction of “no more than 20 hours per week.”** *Any current classified WAE working more than 20 hours per week must begin adhering to the 20-hour per week restriction beginning next week.*

Moreover, at the discretion of the appointing authority, the number of weekly hours may be further restricted for rational business and budgetary reasons. Currently, classified WAE's employed by the Office of Tourism may not be regularly scheduled for more than 16 hours per week.

2. Prohibitions related to the job title and pay of classified WAE's.
3. Procedures related to new classified WAE appointments, as well as the reappointment or separation of a classified WAE employee.

Please refer to the policy for further information. The policy may be accessed on Channel Z located at <http://www.crt.state.la.us/management-and-finance/human-resources/policies/index>. The policy is also attached for your convenience. If you have any questions, please contact the Human Resources Division at (225) 342-0880.

Supervisors: Please make this memo available to those employees that may not have email access.
Attachment

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