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LIEUTENANT GOVERNOR

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

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SECRETARY

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UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 02-019

March 20, 2002

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: New Rewards and Recognition Policy

Attached is our new Rewards and Recognition Policy which was approved by the State Civil Service Commission on March 6, 2002. Under the provisions of Civil Service Rule 6.16.1, this policy was established to acknowledge and reward employees for significant achievements which are not considered regular and recurring responsibilities of their positions. Examples are listed in the policy.

As stated in the policy, section heads are required to post the policy and any future revisions in a manner that assures accessibility to all employees. Section heads are also encouraged to discuss the policy with their employees prior to posting it.

Please contact Kathleen Miller or me at (225) 219-9453 or 342-0880 if you have any questions concerning this policy.

Attachment

Please Post and Circulate