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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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HUMAN RESOURCES MEMORANDUM NO. 02-052

June 18, 2002

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Regional Unemployment Insurance Workshops

Employers Unity, Inc. has scheduled two complimentary unemployment insurance workshops on Tuesday, July 23, 2002 in Kenner and Wednesday, July 24, 2002 in Baton Rouge. Managers and supervisors are encouraged to take advantage of this opportunity to learn more about progressive discipline, better documentation, and communicating with Human Resources concerning discharges and voluntary resignations in relation to unemployment benefits.

A registration form and map of the Baton Rouge meeting location are attached. **RSVP-s are required no later than June 28, 2002. Please fax all registrations directly to Employers Unity at (918) 251-2808.**

If you have any questions, please call the Human Resources Office at (225) 342-0880.

Attachments

Please Post and Circulate