



KATHLEEN BABINEAUX BLANCO
LIEUTENANT GOVERNOR

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

PHILLIP J. JONES
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 02-053

June 25, 2002

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: AConditional Offer of Employment® - *New Requirement*

Effective July 1, 2002, all offers of employment must be made conditionally in accordance with the ASpecial Conditions of Employment® listed on the attached form. Because new employees often fail to comply with document requirements once employed, it is now essential that we notify applicants of the requirements in advance of hiring. Any prospective employee who does not comply with the conditions listed ***CANNOT BE HIRED***.

Prior to making an offer, supervisors and managers must ensure the accuracy of the title, position number, salary, and appointment status listed on the form. Once the supervisor and appointing authority sign the form and present it to the applicant, the applicant must be able to make a decision based on accurate information. When the applicant signs the conditional offer, he is certifying that all conditions of employment will be met on the first day of work.

Most of the conditions listed on the form are already in practice. Although employee direct deposit has been mandatory for several years, mandatory direct deposit as a *condition of employment* is a new requirement recently approved by the legislature (policy is under development). As in the past, an employee may request a waiver which must be approved by the Division of Administration. Under the new policy, **a waiver must be approved BEFORE the applicant is hired, including seasonal and wage employees**. If an applicant agrees to direct deposit during the job offer but fails to enroll within two days of employment, he will not receive a pay check until an account is established.

This new form is being added to the New Hire Orientation Checklist and a revised checklist will be issued within a few days. If you have any questions, please call the Human Resources Office at (225) 342-0880.

Attachment

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