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

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HUMAN RESOURCES MEMORANDUM NO. 03-009

January 13, 2003

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Updated Permanent Status Consideration Form

The Permanent Status Consideration Form has been updated to indicate the different options available to supervisors when considering an employee for permanent status. Although Civil Service Rules allow permanent status as early as six months from the hire date, a minimum of 12 months is recommended. Some individuals may even require a longer evaluation period before permanent status can be considered. In those cases, supervisors may extend the probationary period up to 24 months, but under no circumstances may a probationary period exceed 24 months. The employee must attain permanent status or be terminated within 24 months of the hire date.

We will continue to send the consideration forms to supervisors at the six month interval and permanent status will only be processed when approval is received in the Human Resources Office. Please note that an employee may be granted a merit increase at the six month interval with a satisfactory performance rating even though it may be the practice of the agency to delay permanent status for up to 24 months.

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

Attachment

Please Post and Circulate

PERMANENT STATUS CONSIDERATION FORM

Date _____

Employee _____ Anniversary Date _____
 Title _____ Agency _____
 SSN _____ Emp # _____

_____ 6-Month Permanent Status Date _____
 _____ 12-Month Permanent Status Date _____
 _____ 24-Month Permanent Status Date _____

APPROVE

Effective Date _____

I certify that this employee has met the required standards for receipt of permanent status in accordance with Civil Service Rule 9.2(a).

Supervisor _____ Date _____ Appointing Authority _____ Date _____

RECONSIDER IN _____ DAYS

I recommend this employee's permanent status be reconsidered on _____ under Civil Service Rule 9.1(a) which allows for a probationary period of up to 24 months. The reasons are as follows:

____ Employee was reassigned during the probationary period/inadequate new evaluation period

____ Improvement needed _____

____ Other _____

Supervisor _____ Date _____ Appointing Authority _____ Date _____

DENIAL

I certify that this employee failed to meet the required standards of work during the evaluation period and recommend termination of employment effective _____.

Supervisor _____ Date _____ Appointing Authority _____ Date _____

RECONSIDERATION

____ Permanent status is approved effective _____.

____ Permanent status should be reconsidered on _____.

____ Permanent status is denied and termination is recommended effective _____.

Supervisor _____ Date _____ Appointing Authority _____ Date _____