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LIEUTENANT GOVERNOR

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

ANGÈLE DAVIS
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 04-032

June 14, 2004

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

FROM: **Mary V. Gloston**
Human Resources Director

SUBJECT: Employee Activities - Notification to Human Resources Office

Since the Human Resources Office has relocated to the Basement of the Capitol Annex, all of the Human Resources staff is located in one room. This room does not provide for a reception area, and stepping in the door provides walk-in visitors to be in the same general area with the rest of the Human Resources staff. My most immediate concern is the safety of our own staff and being prepared to handle potentially disgruntled or dangerous persons visiting the office.

In light of this concern, I am requesting your assistance. I am requesting that you notify Human Resources as soon as actions are taken against employees or when situations occur that you know may provide for a potentially sensitive or upsetting scenario. Please provide notification as quickly as possible via telephone call, email or memo to human resources staff. When Human Resources is notified, we will inform the Security Guards in this building to be on alert for certain visitors, and we can also be on alert and be prepared to take the necessary precaution providing for the safety of staff in our new surroundings.

Also, as a result of these new space considerations, effective immediately, Human Resources will only accept visits by appointment. Employees should request appointments by emailing a Human Resources staff member on a particular subject area. As we are here to provide customer service and assistance to the employees of the Department, we must make every effort to handle sensitive situations appropriately and with the confidentiality they expect. I again ask for your assistance by making available any office/meeting room space you may have for these confidential employee meetings.

Human Resources Staff:

Administrative
Personnel Operations

Compensation and Special Projects
Benefits
Safety

Mary Gloston, HR Director
Jan Ramezan, HR Manager
Janice Donahue, HR Analyst
Marilyn Joseph, HR Analyst
Heather Sherlock, HR Analyst
Kathy Merrill
Gerald Ganey

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