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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. 06-003

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

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

SUBJECT: Civil Service General Circular No. 001645 – Layoff Referral Lists

DATE: January 13, 2006

General Circular No. 001645 has been issued to notify Human Resource Directors that Layoff Referral Lists are now available when filling vacancies. This is to inform you that if you have received exemption to fill a vacancy and are recruiting outside the agency, layoff referral lists have been established containing names of individuals laid off from other state agencies. Please contact Human Resources if you are interested in considering other laid off employees, and we will ensure that you receive appropriate information regarding these individuals.

If you have any questions regarding this HR Memo, please contact Mary Gloston, Human Resources Director, at 225-342-0880.

MG:cm

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