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

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HUMAN RESOURCES MEMORANDUM NO. 2011-025(A)

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

FROM: Rikki Nicole David *RND*
Human Resources Director

SUBJECT: E-Verify System – Addendum

DATE: August 19, 2011

This memo is an Addendum to HR Memo #2011-025 issued on August 10, 2011.

In accordance with Act 402 of the 2011 Regular Session, OLG/DCRT now participates in the E-Verify system for verification of citizenship and authorization of employment.

As a participant employer, we are required to notify all employees and job applicants of our participation. Given this requirement, we must:

1. Post the attached *E-Verify Participation* and *Right to Work* posters in each work location (i.e., park, welcome center, each floor of Administrative Office) in both English and Spanish;
2. Amend the Conditional Offer of Employment to include a disclaimer that OLG/DCRT is an E-Verify participant;
3. Include information in our LA Careers job postings that denotes E-Verify participation.

The main changes for you as a Hiring Manager are related to the pre-employment process. **Please note that this new process is required for ALL new hires, regardless of unclassified/classified, full-time/part-time status.**

1. Obtain authorization from your agency's Appointing Authority to hire the selected candidate by securing the Appointing Authority's signature on the Conditional Offer of

Employment. Please ensure that the offer is on the most up-to-date version by verifying that the revision date in the bottom left-hand corner indicates 8/15/11.

2. Call the applicant and verbally offer the position. If accepted,
 - a. Coordinate a date/time for the new hire to come sign the Conditional Offer of Employment.
 - b. Notify the new hire that he/she must bring a document from List A, or a document from Lists B and C each, as outlined on the I-9 Form, when he/she comes to sign the job offer. NOTE: You cannot specify which document(s) on the lists that he/she must present. However, if he/she chooses to bring a document from List B, it must be a photo ID.
3. When you meet with the new hire:
 - a. Ask him/her to sign and date the Conditional Offer of Employment.
 - b. Have him/her complete Section 1 of the I-9 Form. NOTE: He/she must indicate the Social Security Number in the space provided.
 - c. Inspect the new hire's I-9 document(s) (as noted in 1.b. above) to ensure that it satisfies the requirement. If so, make copies of the document(s). Please use the lighten/enlarge features on the copier, as needed, to produce legible copies. Once copied, return the original document(s) to the new hire.
 - d. For each I-9 document, you must complete Section 2 of the I-9 Form by indicating the Document Title; Issuing Authority; Document #; and Expiration Date (if any). For example, if a new hire submitted a Driver's license (photo ID) and a Social Security Card, the I-9 should be completed as:

	List A	OR	List B	AND	List C
Document Title	_____		Driver's License		Social Security Card
Issuing Authority	_____		State of Louisiana		Social Security Administration
Document #:	_____		006218001		123-45-6789
Expiration Date (if any):	_____		2/14/2012		_____

- e. In the *Certification* statement, insert the new hire's anticipated start date on the line provided. **Do not leave this blank.**
- f. Complete the remainder of Section 2 of the I-9 Form by signing as the employer representative; and printing your name, title, name/address of the agency, and the date.
- g. Once the I-9 has been completed, fill out the Notification of Drug Testing Period form. Have the new hire sign the form.
- h. Complete the employee name and social security number on the drug screen (Kroll) form. Make a copy of the completed Kroll form.
- i. Provide the new hire with the original drug screen (Kroll) form and a list of authorized testing sites. Advise the new hire that he/she must complete the drug screen within 48 hours, and that the test must be done at one of the authorized testing sites, or the offer will be withdrawn.

4. Fax the following documents to the Human Resources Division at (225) 342-7928:
 - a. Completed I-9 Form;
 - b. Supporting I-9 document(s);
 - c. Copy of the completed Kroll form; and
 - d. Completed Notification of Drug Testing Period form.

Please note that the Human Resources and Information Services Divisions are currently working on an electronic process where these documents can be scanned and uploaded to the Onbase system. However, until such time that all sites have a multi-function copier/scanner with this capability (anticipated by mid- to late-September), we ask that you fax (or overnight mail, if necessary) the required documentation.

5. You will be notified by HR once we have received the drug screen results. Additionally, HR may also contact you should we need more legible copies of the I-9 documents or if information is missing from the documentation provided.

All above-referenced forms, including the Conditional Offer of Employment, I-9, and Notification of Drug Testing Period form may be found on Channel Z at <http://www.crt.state.la.us/HR/Forms.aspx>. Please be sure to discard any hard copies of these forms and replace with the updated versions.

For more information regarding the I-9 form, please refer to the USCIS's Handbook for Employers at <http://www.uscis.gov/files/form/m-274.pdf>.

Please ensure that this information is made available to all employees who are involved in the new hire and drug screening process.

Please contact the Human Resources Division at (225) 342-0880 with any questions or concerns.

RND:ch

Attachments:

E-Verify Participation poster (English and Spanish)

Right to Work poster (English and Spanish)

c: Personnel Liaisons

Please Post and Circulate