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LIEUTENANT GOVERNOR


**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. 2012-001

**TO:** All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

**FROM:** Rikki Nicole David, PHR   
Human Resources Director

**SUBJECT:** PPM #41 – Employee Transactions with Vendors and Contractors Policy

**DATE:** January 3, 2012

PPM #41 – Employee Transactions with Vendors and Contractors Policy has been issued, effective December 29, 2011. The policy has been promulgated to protect against possible conflicts of interest. Specifically, the policy prohibits an OLG/DCRT employee from utilizing a vendor/contractor for personal services if that contractor currently has a contract with the Department, or has had one within the past 365 days.

For example, an employee may not hire ABC Roofing Company to fix the roof at their personal home if that employee has knowledge that ABC Roofing Company currently has, or has recently had, a professional services contract with OLG/DCRT.

This also extends to a vendor who is competing for a contract with the Department.

The policy may be accessed on OLG/DCRT's intranet (Channel Z), which is located at <http://www.crt.state.la.us/HR/Policies.aspx>.

Supervisors, please make the policy available to your employees who may not have email access.

Should you have questions, please contact the Human Resources Division at (225) 342-0880.

RND:ch  
Attachment  
c: Personnel Liaisons

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