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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. 2012-028

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

**FROM:** Rikki Nicole David, SPHR <sup>(END)</sup>  
Human Resources Director

**SUBJECT:** Updated HR Forms

**DATE:** October 9, 2012

The following Human Resources forms have been updated to improve their functionality and implement changes in policy and procedures as noted below:

**1. Conditional Offer of Employment:**

- Reorganized Special Conditions of Employment section by subject;
- Added a new Special Condition of Employment wherein the employee is required to provide an official college transcript (if required to qualify for the job) within 15 days of his/her hire date.
- Added a certification statement that failure to comply with any of the special conditions of employment may result in the revocation of the job offer and/or separation from employment. Therefore, it is important that hiring managers ensure that all conditions for employment are met, including submission of the college transcript as noted above, in order to avoid having to let go their new employee.
- Added a "For HR Director's Use" section for completion when the offered salary is above the minimum of the pay range in accordance with HR Memo 2012-024. This includes salaries based on extraordinary qualifications (6.5g), Special Entrance Rates, new hires that have a former rate earned based on previous State employment, etc.

**2. Personnel Authorization Form (Form 301)**

- Added OLG/DCRT header to be consistent with other forms;
- Added the Separation categories, "Resign to Avoid Dismissal" and "Separation from Probational Appt", as these were not previously available.

**3. Permanent Status Consideration Form**

- Removed reference to “Anniversary Date” to reflect change from PPR to PES program;
- Removed obsolete sections of the form;
- Formatted consistently with other HR forms;

**4. Performance Adjustment Consideration Form**

- Renamed from Merit Increase Consideration Form to Performance Adjustment Consideration Form to reflect change to Civil Service Rule 6.14;
- Removed the section that allowed for the pay adjustment to be reconsidered at a later date, as the Civil Service Rule no longer allows for this;
- Added evaluation steps needed to determine if an employee is eligible for a performance adjustment;
- Changed effective date for performance adjustment from Anniversary Date to focused pay date, October 1.
- ***NOTE: Due to our approved layoff avoidance plan issued 9/24/12, OLG/DCRT will not be granting performance adjustments for FY12-13.***

**5. Work Schedule Form**

- Combined the Request for Flexible Work Hours/Work Schedule Form with the “regular” Work Schedule Form.
- Added an Option for “Positive Time Entry (24/7)” for part-time wage and student employees.
- Updated reference to the Work Hours and Work Schedules Policy to reflect policy number change.

**6. Request To Fill (RTF) Form**

- Added a line to indicate the specific Division/Park/Welcome Center at which the position is located, in addition to the Office name;
- Removed the “Appointment Type” section which was duplicative of the “Announcement Type” section;
- Added two new options under Announcement Type: “Promotional – All Classified State Employees” and “Do Not Announce” (which can be used when filling wage/student/restricted appointments).

The forms are attached for your convenience, and may also be accessed on Channel Z under Human Resources → HR Forms. Please ensure that you begin using the updated forms, which are dated “R – 10/12” in the upper right hand corner.

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

RND:rnd  
Attachment  
c: Personnel Liaisons

**Please Post and Circulate**