Office of the Lieutenant Governor (OLG)

Department of Culture, Recreation and Tourism (DCRT)

**PERSONNEL AUTHORIZATION FORM (Form 301)**

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| **EMPLOYEE INFORMATION** |
| **Name:** |       | **Pers #:** |       | **Date:** |       |

 Name listed on Social Security Card (If known)

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| **POSITION INFORMATION** |
| **Office:** |       | **Section:** |       |
| **Position #:** |       | **Work Parish:** |       |
| **Job Title:** |       | **Previous Incumbent:** |       |

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| **BUDGET INFORMATION** |
| **Coding:** |       |  |       |       |       |       |
|  | Cost Center |  | Reporting Category | % | Reporting Category | % |
|  | **Full-time** | **Part-time** |
| **Salary Object:** | [ ]  2100 Salary | [ ]  2200 Wages |    hours per week | [ ]  2200 Wages | [ ]  2210 Student |
|  | [ ]  Other:             |  | [ ]  Other:             |
| **Source of Funds:** | State Funds:       % | Federal:       % | Other:       % |

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| **NATURE OF ACTION** |
| **Effective Date:** |       |  | **Employee Type:** | [ ]  Classified | [ ]  Unclassified |
| [ ]  **Appointment**  **Type:** | [ ]  Probational | [ ]  Non-Competitive Re-employment | [ ]  Job Appointment |
| [ ]  Permanent | [ ]  Restricted Appointment | [ ]  Temp/Student Appointment |
| [ ]  Transfer (check one): | 1. [ ]  Lateral; 2. [ ]  With Promotion; 3. [ ]  With Demotion |
| [ ]  **Status**  **Change:** | [ ]  Promotion | [ ]  Reallocation (check one):  | In a CPG? [ ]  Yes [ ]  No |
| [ ]  Detail to Special Duty | [ ]  Demotion (check one): | 1. [ ]  Voluntary; 2. [ ]  Disciplinary |
| [ ]  Unclassified to Classified | [ ]  Classified to Unclassified | [ ]  Salary Adjustment |
| [ ]  Performance Adjustment | [ ]  Other:       |
| [ ]  **Separation:**  | [ ]  Resignation (voluntary) | [ ]  Transfer to another State agency | [ ]  Retirement |
|  | [ ]  Termination (permanent employee) | [ ]  Termination of Temp Appt (seasonal, student) | [ ]  Death |
|  | [ ]  Resign to Avoid Dismissal | [ ]  Separation from Probational Appt | [ ]  Layoff |
| **Current Job Title:** |       | **Current Salary:**[ ]  Bi-Weekly [ ]  Hourly | **$**       |
| **New Job Title:** |       | **New Salary:**[ ]  Bi-Weekly [ ]  Hourly | **$**       |
| **APPROVED:** |  |  |  |
|  | *Supervisor* |  | *Appointing Authority* |

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| **FOR HUMAN RESOURCES USE ONLY:** |
| “I certify that this personnel action complies with the requirements of Article X of the Constitution, the Civil Service Rules, the Uniform Classification and Pay Plans, and the policies and procedures issued by the Director.” |  |
| *Signature Date* |
| **Civil Service Hiring Authority:** |  |  | **Rehired Retiree Date:** |  |
| **Pay Rule:** |  | [ ]  Justification attached |  | **CPG Eligibility Date:** |  |
| **Meets Min Quals:** |  |  | **Entered in LaGov HCM:** |  |
|  |  *Initials Date* |  | *Initials Date* |