Office of the Lieutenant Governor (OLG)

Department of Culture, Recreation and Tourism (DCRT)

**PERSONNEL AUTHORIZATION FORM (Form 301)**

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

Name listed on Social Security Card (If known)

|  |  |  |  |
| --- | --- | --- | --- |
| **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* |