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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. 2013-025

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

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

**SUBJECT:** Updated HR Forms

**DATE:** September 18, 2013

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

**1. Personnel Authorization Form (Form 301):**

- Added a new blank titled "Appointment End Date (if applicable)", which must be completed if an employee is being hired on a temporary appointment, such as job appointment or classified WAE. A job appointment may last up to four (4) years, while a classified WAE appointment is limited to twelve (12) months.
- Added a new appointment type, "Classified WAE Appointment."
- Removed appointment type, "Restricted Appointment," as this appointment type was eliminated by Civil Service, effective 7/1/2013.
- Removed appointment type, "Non-Competitive Re-Employment."

**2. Request to Fill (RTF) Form:**

- Removed reference to "Restricted Appointment."
- Added reference to "Classified WAE Appointment."

**3. Conditional Offer of Employment**

- Removed reference to "Restricted Appointment."
- Added reference to "Classified WAE."

**4. New Hire Orientation Checklist:**

- Added *Affordable Health Care Act (ACA) Acknowledgement* Form in Section 1.A.
- Added *Employment in a Non-Permanent Position – Statement of Agreement and Understanding* form in Section 2.A. This is a new form that new hires must complete at the time they are sign their

Conditional Offer of Employment when being offered either a job appointment or classified WAE position. This ensures that they agree to and understand their employment is temporary in nature and can be terminated at any time.

**5. Supervisor's Checklist:**

- Added reference to supervisor's responsibility for discussing annual Sexual Harassment and Ethics training requirements with new hire.

These forms are attached for your convenience, and may also be accessed on Channel Z under Human Resources → HR Forms.

We continually strive to maintain our HR forms in accordance with the latest policy changes and Civil Service guidelines. Therefore, we strongly encourage you to obtain HR forms directly from Channel Z each time that you need them, rather than maintaining hard copies of forms, as this ensures that you are accessing the most up-to-date versions at all times.

Thank you for your cooperation.

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

RND:bc

Attachment

c: Personnel Liaisons

**Please Post and Circulate**