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## HUMAN RESOURCES MEMORANDUM NO. 2014-017

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

**FROM:** Rikki Nicole David, SPHR, IPMA-CP (RND)  
Human Resources Director

**SUBJECT:** Revised HR Forms

**DATE:** August 1, 2014

The following Human Resources forms have been revised to implement changes in policy and procedures as noted below. All procedural changes related to these updated forms are effective immediately.

### 1. Personnel Authorization Form (Form 301)

- Reorganized the "Nature of Action" section to more clearly identify the options available for (1.) Appointment Type (for new hires); (2.) Status Changes (for current employees); and (3.) Separations (for those employees that are leaving OLG/DCRT).
- Added drop-down menus to collect information in certain fields, such as Reason for Resignation, Transfer Information, Type of Reallocation or Demotion, etc.
- Also added drop-down menu to indicate whether the salary is on a bi-weekly or hourly basis. Only those employees that are part-time should be listed with an hourly salary. All others must be listed as bi-weekly (which is the default selection in the drop-down menu).
- ***Effective immediately, HR will no longer accept/process 301's that have been completed by hand.*** In order to ensure proper completion, supervisors must access the electronic copy of the 301 form on Channel Z; enter the appropriate data using the fillable fields, checkboxes and drop-down menus; print and sign accordingly.

### 2. Exit Interview Form

- ***With the revision to the Personnel Authorization Form (301), the Exit Interview Form is hereby eliminated.*** It is no longer required for a supervisor to complete both the 301 Form and an Exit Interview Form when completing paperwork for a separating employee.
- For a more effective exit interview, HR has developed and will now be emailing a link to an Exit Interview through Survey Monkey that will help to better identify separating employees' opinions regarding the Department, their supervisor, and the basis for their departure.

### **3. Employment in a Non-Permanent Statement of Agreement and Understanding**

- Instead of one form that is inclusive of Job Appointments, Classified WAE's and Unclassified WAE's, Civil Service has split the form into separate ones.
- There is now a form specific for Job Appointments, while the other is specific to WAE Appointments (classified and unclassified). Please ensure that you select and complete the correct form for the type of employee you are hiring.

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 expect supervisors to obtain HR forms directly from Channel Z each time that one is needed, so as to ensure that the most up-to-date versions are being utilized 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**