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LIEUTENANT GOVERNOR


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. 2014-018

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

FROM: Rikki Nicole David, SPHR, IPMA-CP 
Human Resources Director

SUBJECT: Notification of Employee Separations

DATE: August 5, 2014

Be advised that OLG/DCRT is required to submit a separation notice to the Louisiana Workforce Commission (LWC) within 72 hours of an employee's last day of employment. For example, if someone's last day is on a Friday, the Human Resources (HR) Division must submit a Separation Notice to LWC by close of business the following Monday in order to be in compliance. Therefore, TIME IS OF THE ESSENCE.

Supervisors, it is your responsibility to immediately notify your Appointing Authority and HR as soon as you are aware an employee is leaving the Department. **In order to expedite this notification process, you are strongly encouraged, upon becoming aware of an employee separation, to scan and email a completed/signed Personnel Authorization Form (Form 301) -- properly indicating the effective date, type of separation (resignation, transfer, etc.), and the associated information thereto -- to Ms. Bobbie Scott (bscott@crt.la.gov) and your Appointing Authority.**

The original should then be mailed to your Appointing Authority for his/her signature and submission, in turn, to the HR Division for record retention purposes.

Barring extenuating circumstances, there is no reason that supervisors cannot provide timely notification in this manner, particularly when the separating employee gives advanced notice of their departure.

Failure by OLG/DCRT to comply with the 72-hour notification requirement negatively impacts our ability to successfully contest unemployment claims, thus resulting in a financial cost to the Department whenever supervisors do not properly advise HR and their Appointing Authority of an employee separation.

Given such, we sincerely request your cooperation and compliance in this matter.

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

RND:bc
c: Personnel Liaisons

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