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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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DEPUTY SECRETARY

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HUMAN RESOURCES MEMORANDUM NO. 2015-001

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, SPHR, IPMA-CP ^{RND}
Human Resources Director

SUBJECT: Employee Handbook

DATE: January 5, 2015

Attached please find the OLG/DCRT Employee Handbook, which has been revised effective January 1, 2015. **All OLG/DCRT employees are required to read the Employee Handbook and complete/sign the attached Acknowledgement Form.** Signed acknowledgements forms are due to the Human Resources Division, Attention: Antira Jackson, no later than **Friday, February 20, 2015.**

NOTE: When completing the Acknowledgement Form, please be sure to place a checkmark next to one of the boxes available in item 1 in order to indicate the manner in which you received the Employee Handbook.

Specifically, the handbook was updated as follows:

- Revised hyperlinks and contact information, as necessary, throughout all handbook sections.

II. Employment Information:

- Expanded explanation of PPM #23, Conditional Offer of Employment Policy, in the *Employment* section to include required approval by the Human Resources Director for classified employees (excluding WAE's) that are being hired at a rate above range minimum; and, restriction that job offers may only be extended to selected candidates on Monday-Thursday, so as to prevent inadvertently reducing the 48-hour window provided for drug screening purposes.
- Revised the *Job Appointment* section to include the requirement that job appointees work 40-hours per week.
- Added the *Attainment of Advanced Degree* section due to promulgation of PPM #44.

- Added Department-imposed requirements in the *Performance Evaluation System (PES)* section that PES plans must be submitted to the Human Resources Division by September 15; and PES evaluations must be submitted by August 15.
- Revised the *Employee Discipline* section to specify that employee discipline may vary depending on the employment status of the affected employee.

III. Payroll and Leave Administration

- Added the *W-2 Online Self View and Print Option* section to inform active employees of the available option to view/print their W-2 forms through the LEO system in lieu of being mailed a paper W-2 form.

IV. Benefits

- Updated *Health Insurance* section to reflect changes to available health plans as of March 1, 2015;
- Revised *Miscellaneous Insurance* section to clarify changes/cancellations of miscellaneous insurance may only be made during the annual enrollment period if the insurance premiums are tax-deferred.
- Revised *Flexible Benefits Plan* regarding automatic enrollment in premium conversion for any OGB-sponsored health and/or life insurance.
- Revised *Deferred Compensation Plan* section to include the new Roth 457(b) option.

V. Policies

- Updated *Outside Employment* section to reflect the electronic approval process for outside employment requests.
- Revised *Political Activities* section to include the prohibition against campaigning as a candidate for nomination or election to public office.
- Retitled the Early Return to Work section as *Transitional Return to Work Plan* in accordance with 10/1/14 revisions to PPM #14.
- Added *Ebola Virus Disease* section due to promulgation of PPM #45.

The revised Employee Handbook may also be accessed on Channel Z, which is located at <http://www.crt.state.la.us/management-and-finance/human-resources/employee-handbook/index>.

Please note that this Employee Handbook cancels and supersedes all previous versions thereof.

Supervisors: Please make the Employee Handbook available to your employees who may not have email access.

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

RND:aj
Attachments

Please Post and Circulate