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DEPARTMENT OF CULTURE, RECREATION & TOURISM
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HUMAN RESOURCES MEMORANDUM NO. 04-010

February 23, 2004

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Supervisors' Quick Reference Guide to Employment

Many would agree that supervisors' responsibilities with regard to employment issues have changed drastically over the last ten years. Compliance with Federal and State employment laws, Civil Service Rules and Regulations, and the department's policies and procedures has become increasingly complex.

To help simplify compliance, a "Supervisors' Quick Reference Guide to Employment" has been designed to serve as a reminder of the steps/tasks that must be completed by supervisors throughout the four phases of employment: Pre-Employment, Beginning Employment, Continuing Employment, and Ending Employment. **Note:** *Supervisors must refer to previously published policies, procedures, rules, regulations, guidelines, and other written materials for the complete details associated with the steps/tasks listed in the guide.*

The enclosed reference guides are for distribution to all supervisors. Extra copies can be printed from Channel Z. State Parks' field office supervisors completed training on the use of this guide before the final printing. All other supervisors should plan to attend one of the training classes scheduled below. Tourism Welcome Center supervisors will be trained at a later date to be announced.

Baton Rouge	State Library Seminar Center	Thursday, March 4	9-10 a.m.
New Orleans	State Museum	Monday, March 22	9-10 a.m.

Please call Kathleen Miller at (225) 219-9453 or (225) 342-0880 if you have any questions or special training requirements.

Enclosures

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