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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. 2014-001

**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 <sup>(RND)</sup>  
Human Resources Director

**SUBJECT:** Employee Handbook

**DATE:** January 2, 2014

Attached please find the OLG/DCRT Employee Handbook, which has been revised effective January 1, 2014. Specifically, the handbook was updated as follows:

I. Organizational Overview

- Included the Louisiana Seafood Promotion & Marketing Board (LPSMB) within the Office of the Secretary.

II. Employment Information:

- Updated *Job Appointments* section to reflect Civil Service rule change wherein job appointments are now available for four (4) years;
- Revised *Wage Appointments*, *Hiring Rate*, *Performance Adjustment* and *Performance Evaluation System (PES)* sections to address Classified WAE's, based on the creation of this new type of appointment.

IV. Benefits

- Updated *Group Insurance* section to reflect eligibility changes as a result of the Affordable Health Care Act (ACA) and Classified WAE appointments;
- Added information in *Miscellaneous Insurance* section to advise employees that once enrolled for such insurances (dental, life, cancer, etc.), changes/cancellations can only occur during the annual enrollment period.

The revised Employee Handbook may also be accessed on Channel Z, which is located at <http://www.crt.state.la.us/HR/EMPLOYEEHANDBOOK/index.aspx>.

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:bc  
Attachment

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