

Revised April 29, 2016

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 23

SUBJECT: Communication with the Department of State Civil Service

EFFECTIVE DATE: March 1, 1977

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

The Secretary, Deputy Secretary, Undersecretary, Deputy Undersecretary, Human Resources Director, Assistant Human Resources Director, and the Employment Attorney will be responsible for representing this agency to the Department of State Civil Service in all official employment-related matters.

All contact with the Department of State Civil Service as a Departmental Representative, therefore, will be initiated by the above-referenced individuals.

Contact and official correspondence with the Department of State Civil Service will be coordinated by the Human Resources Director or his/her designee within the Headquarters Human Resources Section.

This policy, however, is not intended to deprive any employee of his/her rights to contact the Department of State Civil Service concerning any issue affecting him/her individually, provided the employee does not indicate to the Department of State Civil Service that he/she is representing the Department of Transportation and Development.



Shawn D. Wilson, Ph.D.
Secretary