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DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2011-006

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

FROM: Rikki Nicole David, PHR 
Human Resources Director

SUBJECT: Revised HR Policy #2D-0106 – Cellular Phones and Smart Phones

DATE: February 8, 2011

Effective February 7, 2011, the Cellular Phones and Smart Phones policy has been revised. The method by which cell phone stipends (Option #1) are requested has been changed from a paper form to the web-based OLG/DCRT Mobile Communications Device Justification/Authorization form, which is the method already used to make requests for State-issued devices (Option #2).

The revised policy may be accessed on Channel Z under Human Resources → Policies. The OLG/DCRT Mobile Communications Device Justification/Authorization form is accessible on Channel Z under E-Forms.

Please ensure that this information is made available to all OLG/DCRT employees.

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

RND:cm
Attachment
c: Personnel Liaisons

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