

PPM #23

Policy Name: *Conditional Offer of Employment*
Effective Date: *April 2, 2007*
Revision Date: *December 1, 2011; December 9, 2014; January 8, 2016*

Authorization: 
Charles R. Davis, Deputy Secretary

POLICY

All job offers made by the Office of the Lieutenant Governor (OLG) and the Department of Culture, Recreation & Tourism (DCRT) shall be conditional on special requirements being met as listed on the Conditional Offer of Employment. To ensure that candidates clearly understand the nature of the conditional offer, supervisors and managers must provide the information to the candidate in advance of hiring. If the candidate cannot comply with any of the conditions set forth in the offer, the offer shall be rescinded. A conditional offer is not considered an unconditional offer until the pre-employment requirements have been met. If, after passing a drug screen, it is later discovered that any of the other conditions have not been met, the new employee's start date may be postponed or, if he/she has already begun working, the employee shall be separated from employment.

APPLICABILITY

This policy shall apply to all employees of OLG/DCRT, including classified, unclassified, full-time, part-time, and seasonal.

PROCEDURE

In order to extend a conditional offer of employment, hiring supervisors must adhere to the following procedures:

A. Conditional Offer of Employment Form

Prior to making a job offer, hiring supervisors must complete a Conditional Offer of Employment form, ensuring that the job title, position number, salary, and appointment status are accurately listed. The supervisor and appointing authority shall review the information/conditions and sign the form **prior** to presenting it to the candidate. The offer must also be initialed and approved by the Human Resources Director for **classified** employees (excluding WAE's) being hired at a rate above the range minimum.

The Conditional Offer of Employment form can be found on Channel Z at <http://www.crt.state.la.us/management-and-finance/human-resources/forms/index>.

B. Verbal Job Offer

Once the Conditional Offer of Employment form is approved by the appointing authority (and Human Resources Director, if applicable) and returned to the hiring supervisor, he/she shall contact the selected candidate and verbally extend the job offer.

**** NOTE: Verbal offers may ONLY be extended Monday-Thursday**, so as to prevent inadvertently reducing the 48-hour window provided for drug screening purposes (see below).

C. 48-Hour Window for Drug Screen and Required Paperwork

As soon as the selected candidate verbally accepts the job offer, he/she only has a 48-hour window in which to:

1. Report to the work site in order to:
 - a. Review and sign the Conditional Offer of Employment form;
 - b. Complete his/her I-9 form for E-Verify purposes;
 - c. Pick-up the drug screen chain of custody form;
 - d. Complete Authorization for Criminal Background Check form (if applicable; see PPM #48, Criminal Background Checks policy for details).
 - e. Sign the Notification of Drug Testing Period form;
2. Report to a State-approved drug testing facility and submit to a drug screen.

It is the responsibility of the hiring supervisor to fully inform the selected candidate of these conditions and that failure to complete such requirements within the 48-hour window following verbal acceptance of the offer shall necessitate that the job offer be rescinded.

D. Submission of Completed Paperwork to Human Resources Division

The final step for hiring supervisors is to submit all completed paperwork to the Human Resources Division, to include:

1. Conditional Offer of Employment signed by all parties;
2. Notification of Drug Testing Period form;
3. Authorization for Criminal Background Check form (if applicable);
4. Completed I-9 form and supporting documents.

**** NOTE:** Failure to provide all of the required documentation listed above shall delay the release of drug screen results to the hiring supervisor, which may consequently postpone the new employee's start date.

VIOLATIONS

Any supervisor found to be in violation of this policy may be subject to disciplinary action.

EXCEPTIONS

The Deputy Secretary may make exceptions to this policy as he deems necessary, provided such exceptions shall not be in conflict with Civil Service Rules or express law.

QUESTIONS

Questions or concerns regarding this policy should be addressed to the Human Resources Division.

Summary of Changes: Revised policy number, removed reference to Authorization to Hire/Employ policy that failed to be promulgated, and updated Channel Z web address (December 1, 2011); removed Philosophy section, updated web address for conditional offer form, expanded Procedure section by: (1.) incorporating HR Memo #2012-024 requiring approval of HR Director for classified job offers above range minimum, (2.) adding verbal job offer step, and specifically restricting that such job offers only be extended Monday-Thursday, (3.) specifying selected candidate's and hiring supervisor's responsibilities within the 48-hour window of verbal acceptance of offer per PPM #11 and HR Memo #2012-034, (4.) specifying submission of required paperwork to HR, and that failure to do so shall delay the release of drug screen results, revised section title from Consequences to Violations, added Exceptions section, added Questions section (December 9, 2014); Added reference to form completion and submission for criminal background checks in accordance with PPM #48 (January 8, 2016).