State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER

EDWIN W. EDWARDS
GOVERNOR

RAYMOND J. LABORDE
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 27

EFFECTIVE DATE: **May 16, 1994**

SUBJECT: **Personal Activities During Work**

AUTHORIZATION: Whitman J. Kling, Jr.
Whitman J. Kling, Jr.
Assistant Commissioner

I. POLICY:

It shall be the policy of the Division of Administration (DOA) that activities engaged in by employees during work hours are related to the mission and intent of the agency. Only essential personal activities should be conducted during regular hours of office operation.

Telephone usage for both incoming and outgoing personal calls are to be restricted in regard to number, frequency, and duration to that level which is essential.

Personal mail deliveries at the work location are discouraged and employees are advised to notify senders to refrain from sending correspondence to the DOA address.

II. PURPOSE:

To set forth rules governing personal activities during work hours.

III. APPLICABILITY:

This policy shall be applicable to all employees in all sections of the Division of Administration both general appropriation and ancillary appropriations.

IV. RESPONSIBILITY:

Deputy/Assistant Commissioners Are Responsible For:

Holding accountable the section heads under their supervision for adhering to all aspects of this policy.

Section Heads Are Responsible For:

Assuring that each employee under his/her supervision, current and new:

- Is made aware of this policy and its contents as well as any forthcoming revisions, and
- Is informed that he/she must abide by the terms of the policy as a condition of employment, and
- Is informed of the consequences of violation of this policy.

Providing for formal review of this policy with all employees on a cyclical basis.

Assuring that work assignments are appropriate and reasonable, and that proper time management is observed for all section employees.

Providing for informal discussions of grievances and complaints in an effort to resolve problems prior to the filing of a formal complaint.

Dealing with violations and grievances in a fair and consistent manner.

Managers/Supervisors Are Responsible For:

Compliance with this policy in any fashion instructed by the section head.

Employees Are Responsible For:

Restricting activities of a personal nature during work periods as outlined in this policy to those that are essential to the safety and well being of the employee and his/her family.

V. EXCLUSIONS:

Exceptions to this policy may be requested from the Appointing Authority along with compelling written justification.

VI. QUESTIONS:

Questions should be directed to the section head or Appointing Authority.

VII. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action.

WJK,JR/AG