



81 Records Found

Name	Division
1. Employee Handbook - Cover Page	Human Resources
2. Employee Handbook - Table of Contents	Human Resources
3. Employee Handbook - Letter to Employees from Commissioner Donelon	Human Resources
4. Employee Handbook - Mission Statement	Human Resources
5. Employee Handbook - Louisiana Department of Insurance & Human Resources Overview	Human Resources
6. Employee Handbook - Policy Memoranda	Human Resources
7. Employee Handbook - Policy Memoranda Alphabetical Index	Human Resources
8. Employee Handbook - Policy Memoranda Numerical Index	Human Resources
Policy Memorandum 01 - Establishment of Policies and Procedures	Human Resources
Policy Memorandum 02 - Issuance of Circular Memoranda	Human Resources
Policy Memorandum 03 - Topics to be Covered During Orientation of New Employees	Human Resources
Policy Memorandum 04 - LDI Organization	Human Resources
Policy Memorandum 05 - EEOC	Human Resources
Policy Memorandum 06 - Smoking	Human Resources
Policy Memorandum 07 - Personal Use of Fax, Telephones, Copiers, Cell Phones	Human Resources
Policy Memorandum 08 - Use of Personal Cellular Phones and Other Electronic Devices	Human Resources
Policy Memorandum 09 - Telephone Courtesy Procedures for Answering and Transferring Calls	Human Resources
Policy Memorandum 10 - Working Hours and Flex Time	Human Resources
Policy Memorandum 11 - Holidays	Human Resources
Policy Memorandum 12 - Annual Leave Prior To Retirement	Human Resources
Policy Memorandum 13 - Retirement Plan	Human Resources
Policy Memorandum 14 - Benefits	Human Resources
Policy Memorandum 15 - Medicare Coverage	Human Resources
Policy Memorandum 16 - Promotions	Human Resources
Policy Memorandum 17 - ABOLISHED Grievance and Appeals	Human Resources
Policy Memorandum 18 - Confidentiality	Human Resources
Policy Memorandum 19 - Intranet, Internet, and Electronic Services Proper Use Policy	Human Resources
Policy Memorandum 20 - Prohibited Activities	Human Resources
Policy Memorandum 21 - Safety Plan	Human Resources
Policy Memorandum 22 - Substance Abuse and Drug-Free Workplace	Human Resources
Policy Memorandum 23 - Dress Code Policy	Human Resources
Policy Memorandum 24 - Installation of Non-IT Supported Computer Software	Human Resources
Policy Memorandum 25 - IT Service Request	Human Resources
Policy Memorandum 26 - Home Storage	Human Resources
Policy Memorandum 27 - Leave	Human Resources
Policy Memorandum 28 - Family and Medical Leave Act - FMLA	Human Resources
Policy Memorandum 29 - Crisis Leave	Human Resources
Policy Memorandum 30 - Overtime	Human Resources
Policy Memorandum 31 - Educational Leave	Human Resources
Policy Memorandum 32 - Recruitment, Interviewing and Filling Vacancies	Human Resources
Policy Memorandum 33 - Travel	Human Resources
Policy Memorandum 34 - Americans With Disabilities Act	Human Resources
Policy Memorandum 35 - Legal Opinion	Human Resources
Policy Memorandum 36 - Requests for Supplies, Equipment, Stampers, Business Cards, & Toner	Human Resources
Policy Memorandum 37 - Property Management/Inventory Control	Human Resources
Policy Memorandum 38 - Employment Compensation (Pay)	Human Resources
Policy Memorandum 39 - Civil Service Compliance	Human Resources
Policy Memorandum 40 - Requesting Contractual Services	Human Resources
Policy Memorandum 41 - Employee Handbook	Human Resources
Policy Memorandum 42 - Charges for Copies	Human Resources
Policy Memorandum 43 - Inmates	Human Resources
Policy Memorandum 44 - Refund of Overpayments	Human Resources
Policy Memorandum 45 - Open Meetings Law	Human Resources
Policy Memorandum 46 - Client Conflict Identification	Human Resources
Policy Memorandum 47 - Request for Special Services	Human Resources
Policy Memorandum 48 - Performance Evaluation System	Human Resources
Policy Memorandum 49 - Legal Hold	Human Resources
Policy Memorandum 50 - Rewards Recognition	Human Resources
Policy Memorandum 51 - Optional Pay	Human Resources
Policy Memorandum 52 - Retention of Records	Human Resources
Policy Memorandum 53 - Time and Attendance	Human Resources
Policy Memorandum 54 - Recoupment of Payroll Funds	Human Resources
Policy Memorandum 55 - Grievance Procedure	Human Resources
Policy Memorandum 56 - Microfilm Policy	Human Resources
Policy Memorandum 57 - Compliance Examiner Career Progression in the Office of Financial Solvency (OFS)	Human Resources
Policy Memorandum 58 - Firearms	Human Resources
Policy Memorandum 59 - Nepotism	Human Resources
Policy Memorandum 60 - Retirement Incentive	Human Resources
Policy Memorandum 61 - Recoupment of Travel Overpayments & Airfare Credits	Human Resources
Policy Memorandum 62 - Sexual Harassment	Human Resources
Policy Memorandum 63 - Violence in the Workplace	Human Resources
Policy Memorandum 64 - Dual Career Ladder (DCL) for Information Technology	Human Resources
Policy Memorandum 65 - Unscheduled Absenteeism	Human Resources
Policy Memorandum 67 - Transitional Duty Return to Work Plan (Worker's Comp)	Human Resources



16 Records Found

Name	Division
2019 Holiday Calendar	Human Resources
2019 Payroll Schedule	Human Resources
2020 Holiday Calendar	Human Resources
2020 Payroll Schedule	Human Resources
COOP Annual Staff Survey of Availability Upon Activation of COOP Plan	Human Resources
COOP POD Head of Household Form	Human Resources
Employee Incident/Accident Investigation Form	Human Resources
Flex Time Request/Change Form	Human Resources
Grievance Form	Human Resources
Payroll - Leave Slip Application (use with prior pay)	Human Resources
Payroll - Prior Pay Period Form	Human Resources
Payroll and Travel Codling while at Conferences	Human Resources
PES Form for Non-Supervisory Employees	Human Resources
PES Form for Supervisory Employees	Human Resources
Resignation and Exit Interview Form	Human Resources
Workers Compensation - First Report of Injury or Illness	Human Resources

[Return to Search](#)



Welcome to the Daily News Clip page.

This page has been designed to retrieve daily news stories pertaining to the insurance industry and environment on the state and federal level. Articles will be posted to this site throughout the day.

NOTE: a "TP" before the article title refers to the Times Picayune and an "AD" refers to The Advocate.

Article Date:

Articles Dated 08/13/2019

No results found

Articles Dated 08/12/2019

No results found

Articles Dated 08/11/2019

No results found



Links to Insurance Periodicals

[LaPolitics Weekly](#)

[Previous LaPolitics Weekly](#)

[Business Insurance Magazine](#)

[National Underwriter, Life & Health](#)

[Property Casualty 360](#)

[Insurance Journal](#)

[Bayou Buzz](#)

[Baton Rouge Business Report](#)

[Wall Street Journal Online](#) (*User name "doipublic" Password "doipublic")



Administration	
	Policy & Operations Manual
Administrative Documents	<input type="text"/> <input type="button" value="View Document"/>
Secretary of State Website	
Law, Administrative Provisions and AG Opinions:	LAW--R.S. 44:401
	Administrative Provisions--LAC 4:XVII.1-15
	Attorney General Opinions
PowerPoint Presentation	<input type="text"/> <input type="button" value="View Document"/>

Retention Schedules	
Current Schedules for each agency:	<input type="text"/> <input type="button" value="View Document"/>
Archived Schedules for each agency:	<input type="text"/> <input type="button" value="View Document"/>

Legal Holds	
Current	<input type="text"/> <input type="button" value="View Document"/>
Archived	<input type="text"/> <input type="button" value="View Document"/>

Authority to Dispose	
Agency:	<input type="text"/> <input type="button" value="View Document"/>

Destruction Certificates	
Agency:	<input type="text"/> <input type="button" value="View Document"/>

Record Transmittals and Notices	
Donations:	<input type="text"/> <input type="button" value="View Document"/>
Storage:	<input type="text"/> <input type="button" value="View Document"/>
Reporting and Other:	<input type="text"/> <input type="button" value="View Document"/>
DOI Warehouse:	<input type="text"/> <input type="button" value="View Document"/>
Authorized Expedited Process	<input type="text"/> <input type="button" value="View Document"/>



Search the document list by entering some or all of the information below then click on the SEARCH button.

Document Name :
Document Type :
Office :
Division :

To email an Excel or Word document from the intranet, save document to your computer, type information and attach.



About LAPIS



Go to Law



LAPIS Requests

Enter some or all of the information below then click on the SEARCH button.

Document Name:

Document Keywords:

Document Type:

Document Information:

Agency:

Site Suggestions



Portal Entrance for Louisiana Insurance Commissioner's Agency Network

- LEO
- RMS
- MFS
- LDI Web
- Teams

Garett Abston
Office of Management & Finance

- Dashboard
- Tools & Apps
- Human Resources
- Office Directory
- Guides & Instructions
- External Links
- News Clips & Periodicals

IT Help Desk 4444

My Tasks

How Do I?

- Submit/Check an IT Request?
- Submit a Travel Authorization request?
- Submit a request for supplies?
- How do I use my phone?

Weather

BATON ROUGE WEATHER

93°F
Humid and Mostly Cloudy

Tue	Wed	Thu	Fri	Sat	Sun	Mon

What's New? [Edit](#)

07/24/2019

Employee Association is selling dress down passes! 10 passes for \$10.00 or 20 passes for \$20.00. Don't forget to bring your passes to HR the morning you use them.

Map [+](#)

My Quick Links [Edit](#)

-
-

My Tasks

0 You have no tasks

Map

My Quick Links

What's New? Edit

07/24/2019

Employee Association is selling dress down passes! 10 passes for \$10.00 or 20 passes for \$20.00. Don't forget to bring your passes to HR the morning you use them.



Weather

BATON ROUGE WEATHER



91°F

Humid and Mostly Cloudy

Wed	Thu	Fri	Sat	Sun	Mon	Tue
91°F 73°F	91°F 72°F	93°F 73°F	88°F 73°F	90°F 73°F	90°F 73°F	88°F 73°F



How Do I?

- Submit/Check an IT Request?
- Submit a Travel Authorization request?
- Submit a request for supplies?
- How do I use my phone?



Site Suggestions



Portal Entrance for Louisiana Insurance Commissioner's Agency Network

- LEO
- RMS
- MFS
- LDI Web
- Teams

Garett Abston
Office of Management & Finance

- Dashboard
- Tools & Apps ▾
- Human Resources ▾
- Office Directory
- Guides & Instructions ▾
- External Links ▾
- News Clips & Periodicals ▾
- IT Help Desk 4444

- Employee Handbook / Policies
- HR Forms
- My Employee Contact Information Form
- My Head of Household Form
- My COOP Forms
- Active Directory

IT Tips Admin S

Click 'Submit' below to add th

rbriage. Click "Show History" below to view IT tip history.

Please enter new IT tip here..



Site Suggestions



Calendars for Conference Room Scheduling

[How to View Conference Room Calendars](#)
[How to Schedule a Conference Room](#)

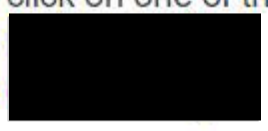
Hearing room

To schedule a time for the Plaza Hearing Room A, click on one of the following names:



First Floor Conference Room

To schedule a time for the First Floor Conference Room, click on one of the following names:



Second Floor Conference Room

To schedule a time for the Second Floor Conference Room, click on one of the following names:



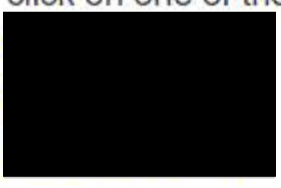
Third Floor Conference Room

To schedule a time for the Third Floor Conference Room, click on one of the following names:



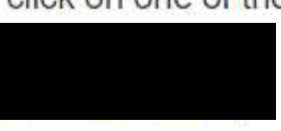
Fourth Floor Conference Room

To schedule a time for the Fourth Floor Conference Room, click on one of the following names:



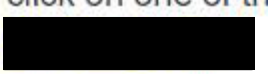
Commissioner's Conference Room

To schedule a time for the Commissioner's Conference Room, click on one of the following names:



Third Floor Training Room

To schedule a time for the Third Floor Training Room, click on one of the following names:



Useful Links

- [Office Directory](#)
- [NAIC](#)
- [LASERS](#)
- [Group Benefits](#)
- [Title 22](#)

Calendars for Conference Room Scheduling

[How to View Conference Room Calendars](#)
[How to Schedule a Conference Room](#)

Hearing room

To schedule a time for the Plaza Hearing Room A,
click on one of the following names:

[Redacted]

First Floor Conference Room

To schedule a time for the First Floor Conference Room,
click on one of the following names:

[Redacted]

Second Floor Conference Room

To schedule a time for the Second Floor Conference Room,
click on one of the following names:

[Redacted]

Third Floor Conference Room

To schedule a time for the Third Floor Conference Room,
click on one of the following names:

[Redacted]

Fourth Floor Conference Room

To schedule a time for the Fourth Floor Conference Room,
click on one of the following names:

[Redacted]

Commissioner's Conference Room

To schedule a time for the Commissioner's Conference Room,
click on one of the following names:

[Redacted]

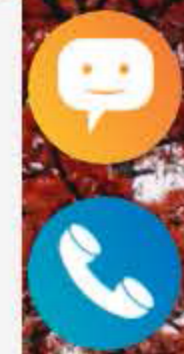
Third Floor Training Room

To schedule a time for the Third Floor Training Room,
click on one of the following names:

[Redacted]

Useful Links

- [Office Directory](#)
- [NAIC](#)
- [LASERS](#)
- [Group Benefits](#)
- [Title 22](#)



Site Suggestions



Portal Entrance for Louisiana Insurance Commissioner's Agency Network

- LEO
- RMS
- MFS
- LDI Web
- Teams

Garett Abston
Office of Management & Finance

- Dashboard
- Tools & Apps ▾
- Human Resources ▾
- Office Directory
- Guides & Instructions ▾
- External Links ▾
- News Clips & Periodicals ▾
- IT Help Desk 4444

Training Presentations

- Public Records Request System Training Video
- Public Records Request System Training Guide
- Public Records Seminar - September 24, 2014
- "LDI: Who We Are & What We Do" Training Prezi (Best viewed in Chrome or Firefox)
- "LDI: What We Do" Training Video



Useful Links

- Office Directory
- NAIC
- LASERS
- Group Benefits
- Title 22



Site Suggestions

Training Presentations

- [Public Records Request System Training Video](#)
- [Public Records Request System Training Guide](#)
- [Public Records Seminar - September 24, 2014](#)
- ["LDI: Who We Are & What We Do" Training Prezi \(Best viewed in Chrome or Firefox\)](#)
- ["LDI: What We Do" Training Video](#)



Useful Links

- [Office Directory](#)
- [NAIC](#)
- [LASERS](#)
- [Group Benefits](#)
- [Title 22](#)



IT Tips Admin Section

Click 'Submit' below to add the desired IT Tip. Click 'Clear' to remove tip verbiage. Click "Show History" below to view IT tip history.

Please enter new IT tip here..

Submit Clear Show History



Site Suggestions

My Tasks

0 You have no tasks

What's New? Edit

07/17/2019



Phone List



Search

Back

Advanced Search

List of Employees

Fax Numbers by Floor

Group Phone Number List

Phone Instructions

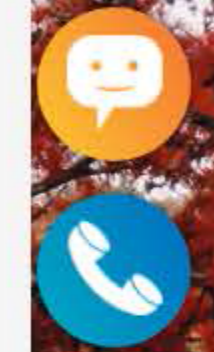
Name	Email	Phone Number	Birthday	Department	Division	Location	Floor
				Office of Management & Finance	Information Technology		
				Office of Financial Solvency	Contractor - FS	FS-40	1
				Office of Financial Solvency	Contractor - FS		1
				Office of Management & Finance	Contractor - IT	143	1
			10/16	Office of Licensing	Company	LIC-11	2
			06/05	Office of the Commissioner	Consumer Advocacy - SHIIP	S-6	
				Office of Financial Solvency	Contractor - FS		1
				Office of Management & Finance	Contractor - IT	MF-24	3
			11/03	Division of Legal Services	Legal	448	4
			07/22	Office of the Commissioner	Consumer Advocacy	CA-1	2

Human Resources - Active Directory

Click 'Add' below to add new users to active directory. Click 'Edit' in the grid to update user information. Click on the filter icon in the column header to filter results on that column.

Add

Name	Job Title	Email	Phone Number	Birthday	Department	Division	Location	Floor	Action(s)
					Office of Management & Finance	Information Technology			Edit Disable
	Contract Examiners				Office of Financial Solvency	Contractor - FS	FS-40	1	Edit Disable
	Contractor				Office of Financial Solvency	Contractor - FS		1	Edit Disable
	IT Contractor				Office of Management & Finance	Contractor - IT	143	1	Edit Disable
	Insurance Specialist			10/16	Office of Licensing	Company	LIC-11	2	Edit Disable
	Insurance Technician - WAE			06/05	Office of the Commissioner	Consumer Advocacy - SHIIP	S-6		Edit Disable
	Contractor				Office of Financial Solvency	Contractor - FS		1	Edit Disable
	Contractor - ITinspired				Office of Management & Finance	Contractor - IT	MF-24	3	Edit Disable
	Attorney			11/03	Division of Legal Services	Legal	448	4	Edit Disable
	Insurance Specialist			07/22	Office of the Commissioner	Consumer Advocacy	CA-1	2	Edit Disable

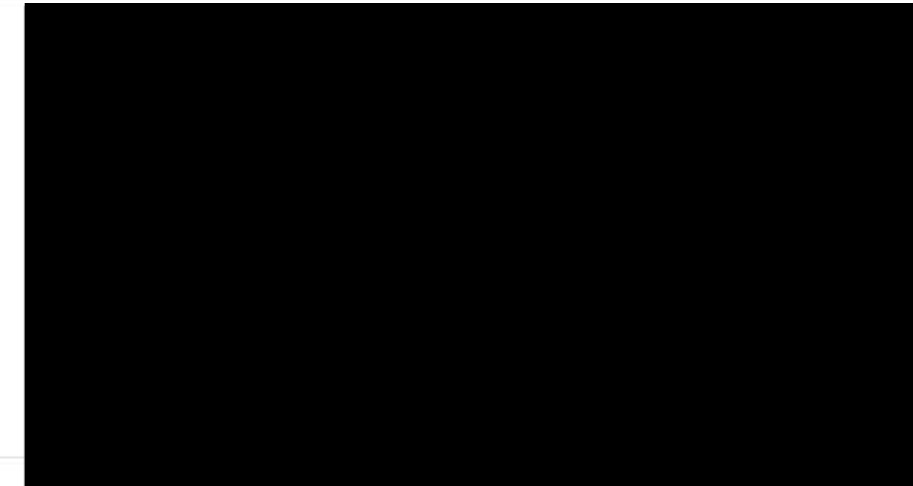


- COMMISSIONER'S OFFICE
- LEGAL DIVISION
- MANAGEMENT AND FINANCE
- FRAUD
- PROPERTY AND CASUALTY
- CONSUMER ADVOCACY AND DIVERSITY
- FINANCIAL SOLVENCY
- LICENSING
- HEALTH, LIFE, AND ANNUITY
- CONSUMER SERVICES



Commissioner's Office

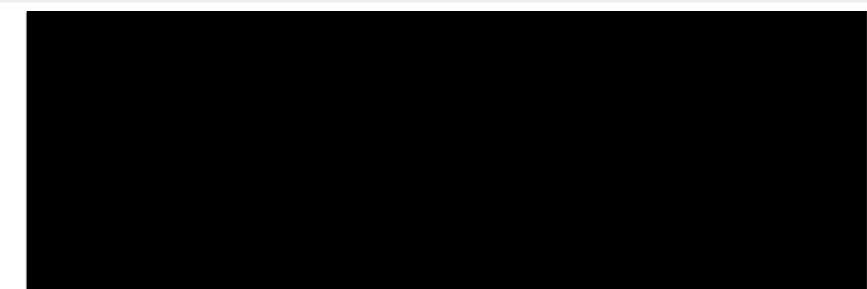
The Commissioner of Insurance has complete jurisdiction over the Life, Health and Accident, Property and Casualty, Marine and Inland Marine, Fidelity and Surety, and Title insurance industries in Louisiana. He is ultimately responsible for the collection of Insurance Premium Taxes and Fees as well as the approval of all policy forms offered to Louisiana citizens, and has a host of licensing regulatory duties to ensure a fair and safe market for Louisiana's insurance consumers.



- FORMS/DOCS
- REPORTS
- LINKS

Division of Public Affairs

Public Affairs manages the public email system, coordinates media calls and public information requests, arranges media interviews and speaking engagements for the Commissioner. This Division also manages content on the Department website and produces more than a dozen consumer guides with information on purchasing various types of insurance, preparing for disasters and being aware of insurance fraud.



- FORMS/DOCS
- PROCEDURE MANUAL

Division of Internal Audit

Internal Audit assists management by identifying weaknesses and deficiencies in Departmental Operations and making recommendations for necessary corrective actions. Internal Audit also provides management assistance to divisions upon request. This division also performs special projects, as assigned by the Commissioner through his designee.



- PROCEDURE MANUAL

Site Suggestions

IT Tips Admin Section

Click 'Submit' below to add the desired IT Tip. Click 'Clear' to remove tip verbiage. Click "Show History" below to view IT tip history.

Please enter new IT tip here..

Submit

Clear

Show History

