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February 27, 2014

Fred Baragona, Director of Human Resources
University of Louisiana at Monroe
700 University Avenue
Monroe, Louisiana 71209-2300

Dear Mr. Baragona:

Please make this letter generally available to the employees of the University of Louisiana at Monroe (ULM).

In response to your letter dated February 18, 2014 proposing a layoff at ULM, in Ouachita Parish, I am approving your request as outlined in that letter. Twelve (12) positions have been proposed for abolishment in this layoff due to budget cuts.

This layoff, which will be effective on March 10, 2014, must be conducted in compliance with Chapter 17 of the State Civil Service (SCS) Rules. The organizational unit for this layoff is ULM, and the commuting area is Ouachita Parish. In accordance with SCS Rule 17.20(a), an appointment freeze begins today and will be in effect for Ouachita Parish for all affected job titles and equivalent and lower job titles in the impacted career fields department wide until you are notified that the Department Preferred Reemployment List (DPRL) has been established.

The positions to be abolished are listed in your layoff plan, a copy of which is attached. You indicated that you will not exercise any exemption as allowed in C.S. Rule 17.15(e), nor any exceptions under Civil Service Rule 17.3.

Please make this plan generally available to the employees of ULM in accordance with SCS Rule 17.12(d). If there are future amendments to the layoff plan, approval of such amendments must also be made available to employees.

In accordance with SCS Rule 17.22, please send us a report notifying us of all personnel actions taken relative to the layoff as soon as all layoff actions are concluded. Indicate any employees who are not permanent status and any employees whose last official PES evaluation was "Needs Improvement/Unsuccessful" to ensure that their names will not be placed on the preferred reemployment lists. A chart of layoff actions (Final Report of Actions Taken) and a Post Layoff Summary Report are attached. An electronic version of the Post Layoff Action Report is available on the SCS website in the Layoffs portion of the handbook. It is important that all information requested on the Final Report of Actions Taken and Post Layoff Summary Report be provided. Please submit both of those reports, and copies of all DPRL forms (see attached) and Civil Service applications, if applicable, for each employee as discussed below. It is acceptable to submit a current completed copy of the S.F 10 for this purpose only.

You are instructed to distribute and explain to each permanent status employee his rights for the DPRL. For purposes of the DPRL, the department as defined in SCS Rule 1.12 for employees affected by this layoff plan shall be **ULM**. Please ensure that each employee is given a copy of SCS Rule 17.19 (attached) at the time the final notification of layoff is given to each employee.

Mr. Fred Baragona
February 27, 2014
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All eligible permanent employees must be given an opportunity to be placed on the DPRL (attached form). Three copies of this form should be made for each employee. One copy should be sent to State Civil Service, one should be given to the employee and one should be kept in your agency files.

If an employee is eligible for these lists, but does not fill out and return the DPRL Form, please document this, with accompanying reasons, on the blank form and send a copy to State Civil Service, give one to the employee, and keep one for your agency files.

Employees must be advised of SCS Rule 17.12(e), which states: "Each employee who is eligible to move to a vacant position created by the layoff process shall be notified of his/her offer." Even if there is no offer to make, the employees must receive notification. "There shall be at least five (5) calendar days between the last such notice and the effective date of layoff." Therefore, the approval of this layoff plan has no effect on employees' continued rights to make comments concerning this layoff and for those comments to receive full consideration.

Please contact the Employee Relations Division at 225-342-8274 if you have any questions.

Sincerely,


Shannon Temple
Director

ER/SST:bw
Attachments

cc: Brett Waits, HR Consultant Specialist, State Civil Service
Joan Haase, Staffing Supervisor

UNIVERSITY OF LOUISIANA MONROE

February 18, 2014

Shannon Templet, Director
Department of State Civil Service
P.O. Box 94111
Baton Rouge, LA 70804-94111

Dear Ms. Templet:

In accordance with the provisions of Rule 17.14, we are submitting the following written plan for a proposed layoff for the University of Louisiana at Monroe. We have provided the required information below in the order listed in Rule 17.14.

1. The Affected organizational unit (per Rule 1.12.1) is the University of Louisiana at Monroe.
2. The layoff is being proposed due to over \$1.1 million in funding cuts sustained during FY 2013-2014. We certify that the Agency does not have sufficient funds to continue current operations without implementation of this measure.
3. We have taken the following budgetary reduction measures to help avoid layoff: Withholding of performance adjustments FY 2010-11, 2011-12, 2012-13, and 2013-14.
4. The proposed effective date is March 10, 2014 at the close of business.
5. The commuting area (per Rule 1.9.01) to be used for this layoff is Ouachita Parish
6. The pay of employees who relocate to lower jobs will not be cut.
7. a.) The positions to be abolished are domiciled in the parish of Ouachita.
b.) The job titles, number of positions in each job title and career field for the positions abolished:

<u>Civil Service Job Title</u>	<u># of Positions</u>	<u>Position #</u>	<u>Career Field</u>
Adm. Coord. 2	2	150658 & 85347	1101
Adm. Coord. 3	1	30768	1101
Adm. Asst. 1	2	30536 & 30346	1102
Adm. Asst. 2	2	89842 & 30216	1102
Adm. Asst. 4	2	176704 & 30438	1102
Accountant 3	1	50350876	2101
IT Equip Oper 2	1	30446	3503
Fac asst. Maint. Mgr B	1	186501	8345
Total	12		

NOTE: Position numbers in **BOLD** are vacant positions.

Department of Human Resources • 700 University Ave. • Monroe, LA 71209-2300

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8. Jobs in Career Field 9999 will not be abolished.

9. Employees expected to be laid off in Ouachita Parish:

Career Field	Name	Job Title	Position Number	Adj Service Date
1102	Terri Dison	Adm. Asst. 1	30346	6/16/1999
1102	Candace Vaughan	Adm. Asst. 1	30600	8/20/2004
1102	Kay Williams	Adm. Asst. 2	30216	9/22/2003
1102	Julia Tipton	Adm. Asst. 2	30230	7/1/2008
2101	Donna Tobia	Accountant 3	50350876	1/14/2002
3503	Fabian Singleton	IT Equip Oper 2	30446	6/18/2007
8345	Claude Sisson	Fac Asst. Maint. Mgr B	186501	4/11/1997

10. Employees expected to be moved to vacancies created as the result of the layoff in Ouachita Parish:

Career Field	Name	Adj Service Date	Position Number	Proposed Job Title
1102	Patricia Beacht	11/5/1998	30600	Adm. Asst. 1
1102	Elizabeth Smith	7/6/2001	30230	Adm. Asst. 2

11. We are requesting no exemptions under Civil Service Rule 17.15 (e).

12. We are not requesting any exceptions under Civil Service Rule 17.3.

13. The names and pay of unclassified employees authorized under the provisions of Civil Service rule 4.1(d)1 or 4.1(d)2 in the affected organizational unit are:

Name	Job Title	Rule #	CYTD Earnings
Peter Kelly	Laborer	4.1(d)1	\$16,760.00
Ronnie Barnes	Laborer	4.1(d)1	\$17,640.00
Malcom McGee	Laborer	4.1(d)1	\$16,470.00

14. We do not have contracts currently in effect or anticipated that may be causative or related to the layoff.

We would appreciate your review and approval of our plan so that we may proceed with this layoff

Sincerely,

A handwritten signature in black ink that reads "Fred Baragona". The signature is written in a cursive style with a long, sweeping tail on the letter "a".

Fred Baragona
Director of Human Resources
Appointing Authority
University of Louisiana at Monroe