

# UNIVERSITY OF LOUISIANA MONROE

July 29, 2013

Shannon Templet, Director  
Department of State Civil Service  
Post Office Box 94111  
Baton Rouge, Louisiana 70804-94111

Dear Ms. Templet:

In accordance with Civil Service Rules 17.2 and 17.6, the University of Louisiana at Monroe is requesting approval to implement the layoff avoidance measure of withholding performance adjustments for all of our classified employees statewide. ULM's funding has been reduced for FY 13/14 and we wish to avoid the need for layoffs. I hereby certify that ULM will not have sufficient funds this fiscal year to give performance adjustments to all employees.

The University of Louisiana at Monroe is requesting approval to implement the layoff avoidance measure of withholding performance adjustments for all of our classified employees statewide.

Should fiscal conditions improve and this layoff avoidance measure is lifted, we retain the option to consider granting performance adjustments or restoring the performance adjustments to an amount not to exceed 4% of an employee's base salary in FY 13/14 prospectively or retroactively to October 1, 2013, to those employees affected by this measure.

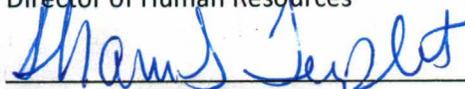
*I hereby certify that the University of Louisiana at Monroe will not have sufficient funds in FY 13/14 to grant performance adjustments of 4% on October 1, 2013.*

APPOINTING AUTHORITY:



Fred Baragona  
Director of Human Resources

APPROVED:



Shannon S. Templet, Director  
Department of State Civil Service

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