



Shannon S. Templet
Director

State of Louisiana
DEPARTMENT OF CIVIL SERVICE
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June 21, 2010

Larry Estess
Purchasing & Human Resources Director
University of Louisiana at Monroe
700 University Avenue
Monroe, LA 71209

Dear Mr. Estess:

PLEASE MAKE THIS LETTER GENERALLY AVAILABLE TO THE EMPLOYEES OF UNIVERSITY OF LOUISIANA AT MONROE.

This letter is in response to your letter of June 14, 2010, proposing layoffs at University of Louisiana at Monroe. I am approving your requests as outlined in that letter effective June 22, 2010.

Sixteen (16) positions have been proposed for abolishment, due to funding cuts of \$10.8 million during FY 2009-2010. This layoff, which will be effective at the close of business on June 30, 2010, must be conducted in compliance with Chapter 17 of the Civil Service Rules. The organizational unit for this layoff is the University of Louisiana at Monroe, and the commuting area is Ouachita Parish.

In accordance with Civil Service Rule 17.20, an appointment freeze is in effect as of June 22, 2010 for the affected job titles, career fields and commuting areas for University of Louisiana at Monroe, and it will remain in effect until you are notified that the Department Preferred Reemployment List has been established. The positions to be abolished are listed in Item 7 of the layoff plan and are domiciled in Ouachita Parish.

Please make this plan generally available to the employees of the University of Louisiana at Monroe in accordance with Civil Service 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 Civil Service Rule 17.22, please send a written report of the "personnel actions taken relative to the layoff to the Director within 15 calendar days from the effective date of the layoff." Please indicate which employees are not eligible for the Department Preferred Reemployment list per Rule 17.23(c). A sample chart of layoff actions (Post Layoff Action Report) and a Post Layoff Summary Report are attached. This template can also be found on the Civil Service website, www.civilservice.la.gov, in the HR Handbook under "Layoff Issues."

For the purposes of the Department Preferred Reemployment List, the department as defined in Civil Service Rule 1.12 for employees affected by this layoff plan shall be University of Louisiana at Monroe. You are instructed to distribute and explain to each permanent status employee his rights for the Department Preferred Reemployment List. Please see that each employee is given a copy of Civil Service Rule 17.23 (attached) at the time a displacement offer is made to employees. If there are no offers available for a given employee, he/she must also be given a copy of Rule 17.23.

All eligible permanent employees must be given an opportunity to be placed on the Department Preferred Reemployment List. (See attached form.) Three copies of this form should be made for each employee. One

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copy should be sent to 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 Department Preferred Reemployment List Form, please document this, with accompanying reasons, on the blank form and send a copy to Civil Service, give one to the employee, and keep one for your agency files.

Employees must be advised of 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 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 Program Assistance Division at 225-342-8274 if you have any questions.

Sincerely,



Shannon S. Temple
Director

AS/SST:sah

Attachments

cc: Joan Hasse, Staffing Supervisor