February 8, 2010

John L. Crain, President
Southeastern Louisiana University
SLU 10784
Hammond, LA  70402

Dear Dr. Crain:

Please make this letter generally available to the employees of Southeastern Louisiana University.

In response to your letter dated January 28, 2010 proposing a layoff at Southeastern Louisiana University (SLU) in Tangipahoa Parish, I am approving your request as outlined in that letter. Eight (8) positions have been proposed for abolishment in this layoff, due to a 3.57 million dollar reduction in funding in this fiscal year.

This layoff, which will be effective at the close of business on February 19, 2010 must be conducted in compliance with Chapter 17 of the Civil Service Rules. The organizational unit for this layoff is SLU, and the commuting area is Tangipahoa Parish. In accordance with C.S. Rule 17.20 (a), an appointment freeze begins today and will be in effect for Tangipahoa Parish until you are notified that the department preferred list has been established.

The positions to be abolished are listed in your layoff plan, a copy of which is attached.

You indicate that you will not be exercising any exemptions as allowed in C.S. Rule 17.15 (e) nor are you requesting exceptions under C.S. Rule 17.3.

Please make this plan generally available to the employees of SLU 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 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 to ensure that their names will not be placed on the preferred reemployment lists. A chart of layoff actions (Post Layoff Action Report) and a Post Layoff Summary Report are attached. An electronic version of the Post Layoff Action Report is available on the DSCS website in the Layoffs portion of the handbook. It is important that all information requested on the Post Layoff Action Report and Post Layoff Summary Report be provided. Please submit both of those reports, and copies of all Department Preferred Reemployment List 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.
Dr. John L. Crain  
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You are instructed to distribute and explain to each permanent status employee his rights for the Department Preferred Reemployment List. For purposes of the Department Preferred Reemployment List, the department as defined in Civil Service Rule 11.12 for employees affected by this layoff plan shall be SLU. Please ensure that each employee is given a copy of Civil Service Rule 17.19 (attached) at the time the final notification of layoff is given to each employee.

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 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 shall be notified of layoff actions, and 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 Makayla Weber-Harris in the Program Assistance Division at 225-219-9450 if you have any questions.

Sincerely,

[Signature]
Shannon Templet  
Director

AS/SST:mwh

Attachments

cc: Makayla Weber-Harris, Assistance Coordinator  
Jessie Roberts, HR Director  
Joan Haase, Staffing Supervisor