



Director

STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
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An Equal Opportunity Employer

Accountability Division
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January 24, 2003

Ms. Jessie Roberts, Human Resources Director
Southeastern Louisiana University
SLU 10799
Hammond, LA 70402

Dear Ms. Roberts:

As you know, on January 23, 2003, Stacy Dodd-Clinton of our Human Resources Accountability Division visited your facility to conduct a random review of personnel transactions. Selected records were reviewed for compliance with Civil Service Rules and completeness of required documentation. Issues resulting from this review follow.

Rule Violations *(Corrective Action Required)*

No Civil Service Rule violations were noted in the transactions reviewed.

Documentation Violations *(Corrective Action Required)*

No documentation violations were noted in the transactions reviewed.

Recommendations *(Need Agency Consideration)*

There are no recommendations for agency consideration as a result of this review.

We thank you and your staff for your cooperation, and congratulate you on a job well done. If you have any questions, please contact Ms. Dodd-Clinton at (225) 219-9437.

Sincerely,

Terry Gomez
Division Administrator

TG:cv

cc: Dr. Sally Clausen, System President, University of Louisiana System
Dr. Randy Moffett, Interim President, Southeastern Louisiana University
Ms. Amy Bateman, CS Program Assistance Division