



Shannon Templet  
Director

**State of Louisiana**  
**DEPARTMENT OF CIVIL SERVICE**  
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July 30, 2009

Ronald P. Boudreaux, HR Director  
Office of Human Resources  
University of New Orleans  
New Orleans, LA 70148

Dear Mr. Boudreaux:

**Please make this letter generally available to the employees of the University of New Orleans - Metropolitan College.**

In response to your letter dated July 22, 2009 proposing a layoff at the University of New Orleans –Metropolitan College in Orleans Parish, I am approving your request as outlined in that letter. Eight (8) positions have been proposed for abolishment in this layoff, due to the reduction in the university's funding. We understand that the university's budget for FY 10 has been reduced by 10% and that this reduction in force should result in the least amount of re-training and business interruption for the university as a whole.

This layoff, which will be effective at the close of business on August 7, 2009, must be conducted in compliance with Chapter 17 of the Civil Service Rules. The organizational unit for this layoff is the UNO College of Metropolitan College, and the commuting area is Orleans Parish. Since the college is only a part of the university and there are other units that comprise the "Department" as defined in C.S. Rule 1.12, the freeze on appointments per C.S. Rule 17.20(a) will apply to the affected career fields and commuting area as required in the rule. Also, all affected permanent employees are eligible for the Department Preferred Reemployment List, as outlined herein.

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 UNO – College of Metropolitan College 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, so 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 "Layoff Issues" section 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 application form for this purpose only.

Post Office Box 94111 Baton Rouge, Louisiana 70804-9111

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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 1.12 for employees affected by this layoff plan shall be the University of New Orleans. Please see that each employee is given a copy of Civil Service Rule 17.19 (attached) at the time the final notification of lay off 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 the Program Assistance Division at 225-342-8274 if you have any questions.

Sincerely,

  
Shannon Temple  
Director

SST/SFH

Attachments

cc: Samantha Harris, Assistance Coordinator  
Rob Wood, Staffing Analyst

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