



# UNIVERSITY of NEW ORLEANS

Office of Human Resource Management

Campus Correspondence

April 9, 2009

To: Employees of the University of New Orleans

From: Ronald P. Boudreaux, Director of Human Resource Management

Re: Notice of Impending Layoff Avoidance Measure

In accordance with the requirements of Civil Service Rule 17.4(a), notice is hereby given of an impending layoff avoidance measure of withholding of merit increases to be implemented at the University for all employees. The plan for this layoff avoidance measure is being submitted to Civil Service for approval. This measure is necessary because the University has been asked to prepare for a budget reduction of approximately 20% in its state appropriation for the upcoming fiscal year. We hope that by adopting this measure we will avert the need for layoffs.

We are proposing to freeze merit increases for all employees whose anniversary dates fall from July 1, 2009 through June 30, 2010. The University will also freeze similar pay raises for unclassified employees.

Once the layoff avoidance plan has been approved by the Director of Civil Service, the plan will be made generally available to our employees.

Any questions concerning this matter should be directed to the Office of Human Resource Management, at 504-280-6259. We regret the need for this action.