



To: Southeastern Louisiana University Employees  
From: Dr. John Crain  
Subject: Notice of Impending Layoff Avoidance Measures  
Date: July 29, 2009

In accordance with the requirements of Civil Service Rule 17.5(a), notice is hereby given of the impending layoff avoidance measure of a furlough for our classified staff. Unclassified staff and faculty, with a few exceptions listed below, will also participate in the furlough. Southeastern is implementing this layoff avoidance measure as a way of reducing our FY 09/10 budget.

The number of furlough hours will be based on the annual base salary of an employee's primary position as of September 1, 2009. See the table below for the number of employee furlough hours associated with each salary level. In accordance with Civil Service Rule 17.3, we are requesting an exemption from Rule 17.1 to exempt classified employees making less than \$40,000.

<b>Number of Employee Furlough Days (Table A)</b>	
<b>Annual Base Salary As of September 1, 2009</b>	<b>Maximum Number of Hours</b>
Under \$40,000	0
\$40,000 – \$99,999	16
\$100,000 and above	32

In addition to the classified staff making less than \$40,000, we are exempting from this furlough plan tenured faculty, part-time faculty (i.e. Lecturers), lab school teachers, contract employees, university police officers with powers of arrest, non-resident alien employees on work visas, 100% federally funded positions, and WAE 4.1.d.1 intermittent staff.

Although difficult, the implementation of this action will reduce the number of employees that will face a layoff. This action is being proposed because Southeastern Louisiana University is anticipating a budget reduction of \$10 million or more than 13% of its 2008 - 2009 appropriation. The furlough hours will be designated between the dates of October 1, 2009 and April 30, 2010.

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 Jessie Roberts at ext. 2001 or Corliss Dupuy at ext. 5653. We regret the need for this action.