



July 27, 2009

Ms. Shannon Templet, Director
Department of State Civil Service
PO Box 94111
Baton Rouge, LA 70804-9111

Dear Ms. Templet:

In accordance with Civil Service Rules 17.2 and 17.8, Southeastern Louisiana University is requesting approval to implement the 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. As required by our contract with AFSCME Local 489, Southeastern will discuss any proposed layoff with local union representatives. During this discussion we included layoff prevention measures the University would take to limit any potential layoffs. Since Southeastern had already announced it would withhold merit increases of all employees, there was an agreement between the union and university officials to try to limit morale issues especially with lower paying civil service employees. Therefore, it was agreed that furloughing of employees would start at employees with a salary greater than \$40,000.

Number of Employee Furlough Days (Table A)	
Annual Base Salary As of September 1, 2009	Maximum Number of Hours
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 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. In order to layoff tenured faculty, the University would have to declare financial exigency. If financial exigency were declared it would have a devastating effect on our

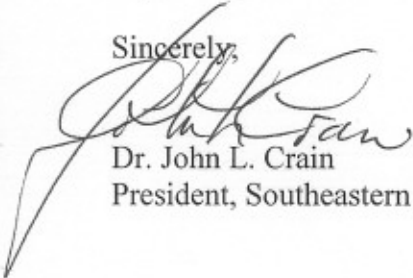
bond rating, academic accreditation and future efforts to recruit outstanding faculty. We cannot change the pay of non-resident alien faculty without negatively affecting their work visas, since we have agreed to pay at least prevailing wage. Any non-resident aliens making more than prevailing wage may be subject to the furlough. We are exempting police officers with powers of arrest since they are needed to provide 24 hour protection of life and property on campus. Even though the university will be closed on furlough days, we will continue to need security on those days. We have a contractual obligation to pay employees on contract a certain amount. Our intermittent staff are part-time temporary staff with no set work schedule who only work as needed. No other employees are being exempted from furlough at this time.

This action is being proposed because Southeastern Louisiana University has been assigned a budget reduction of approximately \$10 million dollars for the upcoming fiscal year, or more than 12 % of its 2008-2009 appropriation.

The implementation of this action will also reduce the number of employees that will face a layoff. We plan to designate our furlough days during the spring and fall semesters on some of the closure days listed in the University's Holiday Schedule when classes are not in session in order to minimize our impact on the services provided to students. The furlough hours will be designated between the dates of October 1, 2009 and April 30, 2010.

If you require additional information, please let me know.

Sincerely,



Dr. John L. Crain

President, Southeastern Louisiana University