



To: Southeastern Louisiana University Employees  
From: Dr. John Crain  
Subject: Notice of Impending Layoff Avoidance Measures  
Date: June 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 withholding of merit increases to be implemented at Southeastern Louisiana University for our entire faculty, classified and unclassified employees. The plan for this layoff avoidance measure is being submitted to Civil Service for approval.

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 is anticipating a reduction of approximately \$10 million in our 2009-2010 budget, or more than a 13% reduction from its 2008-2009 beginning state appropriation. We propose to freeze merit increases for all employees, including unclassified staff and faculty, whose anniversary dates fall between July 1, 2009 and June 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.