



June 29, 2009

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

Dear Ms. Templet:

In accordance with Civil Service Rules 17.2 and 17.6, Southeastern Louisiana University is requesting approval to implement the layoff avoidance measure of withholding merit increases for all of our classified staff employees. Eligible faculty and unclassified staff members will also participate in this measure.

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. We are asking for no exceptions on withholding merit raises. However, should funds become available at some point in the future, we would like to retain the option to consider granting merit increases (prospectively or retroactively) to those eligible employees who did not receive merit increases due to this layoff avoidance measure.

I hereby certify that Southeastern Louisiana University will not have sufficient funds this coming fiscal year to grant merit increases, and it is necessary for us to take this action in order to meet fiscal requirements. The implementation of these actions will also reduce the potential number of employees to be laid off.

If you require additional information, please let me know. Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read 'John L. Crain', written over a horizontal line.

John L. Crain  
President