



Mervin Birdwell
Regional Director

To: Employees of LTC Region 6
From: Mervin Birdwell, Regional Director
Subject: Notice of impending Layoff Avoidance Measure
Date: July 30, 2009

In accordance with the requirements of Civil Service Rule 17.5(a), notice is hereby given of an impending layoff avoidance measure to be implemented in our region for all of our classified employees. The plan for this layoff avoidance measure is being submitted to Civil Service for approval. This measure is necessary because of our Region's funding being reduced by \$600,356 for the current fiscal year. The campuses within Region 6 that will be affected by this request are Alexandria, Ward H. Nash-Avoyelles, Huey P Long, Lamar Salter, Morgan Smith, Oakdale and Shelby Jackson. We hope that by adopting this measure we will avert some of the need for layoffs.

We are proposing to freeze merit increases for all employees whose anniversary dates fall from, August 24, 2009 through August 23, 2010. Our region 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 Ms. Jane M. Smith, Human Resources Manager, at 318/876-2401 ext 103. We regret the need for this action.

A copy of this notice approved by LTC Signature Authority is available in your Campus Human Resources contact's office.

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Alexandria Campus, Alexandria
Ward H. Nash Jr. Avoyelles Campus, Cottonport
Huey P. Long Campus, Winnfield
Lamar Salter Campus, Leesville
Morgan Smith Campus, Jennings
Oakdale Campus, Oakdale
Shelby M. Jackson Campus, Ferriday