



Shannon S. Templet
Director

State of Louisiana
DEPARTMENT OF STATE CIVIL SERVICE
www.civilservice.la.gov

Recruiting Tomorrow's Leaders – TODAY
We're Making a Difference for Louisiana

ASSISTANCE
DIVISION
225.342.8274
Fax: 225.342.0966
TDD: 1.800.846.5277
Toll Free: 1.866.783.5462

December 30, 2009

Mary L. Livers, MSW, Ph.D
Office of Juvenile Justice
7919 Independence Blvd.
Baton Rouge, LA 70806

Dear Dr. Livers:

Please make the letter generally available to all employees of the Office of Juvenile Justice.

I am hereby approving your layoff avoidance request made per CS Rule 17.2 and 17.6, as proposed in your letter dated December 30, 2009. You made one request with no exceptions.

Specifically, I am approving your request to not grant merit increases, per CS Rule 17.6 for the reasons stated in your letter for all classified employees whose anniversary dates are in the calendar year from January 1, 2010 through December 31, 2010.

You indicate in your letter that the layoff avoidance measure will apply to all of your unclassified employees as well. These actions do not require Civil Service approval, but this Department and the Commission acknowledges your commitment to applying such measures to the unclassified workforce as well as the classified employees during this difficult time.

Please ensure that all of the affected employees are notified of the approval as per CS Rule 17.5(b) – Notification to Employees. We understand that the requirements of CS Rule 17.5(a) – Initial general notification, have been met.

If you find that during this time funds become available to render merit increases to eligible employees whose merits were previously frozen, please notify us in writing so that we may note that for our records.

Please feel free to contact Elizabeth Montalbano, your Assistance Coordinator, by phone at 225-342-8274 or email at Elizabeth.Montalbano@la.gov if you or your staff has any additional questions.

Sincerely,

Shannon S. Templet
Director

cc: Elizabeth Montalbano, DSCS Assistance Coordinator
Gwen Jones, HR Director

Post Office Box 94111 • Baton Rouge, Louisiana 70804-9111

AN EQUAL OPPORTUNITY EMPLOYER