



Shannon Temple
Director

State of Louisiana
DEPARTMENT OF CIVIL SERVICE
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February 15, 2010

Mrs. Mary L. Livers, Deputy Secretary
Office of Juvenile Justice
P.O. Box 66458
Baton Rouge, LA 70896

Dear Mrs. Livers:

Please make this letter generally available to the employees of Office of Juvenile Justice - Central Office.

In response to your letter dated February 5, 2010 proposing a layoff at Office of Juvenile Justice - Central Office, I am approving your request as outlined in that letter. Eight (8) positions have been proposed for abolishment in this layoff.

This layoff, which will be effective at the close of business on February 23, 2010, must be conducted in compliance with Chapter 17 of the Civil Service Rules. The organizational unit for this layoff is OJJ - Central Office, and the commuting area is East Baton Rouge Parish. C.S. Rule 17.20 (a) will apply and will freeze hiring in applicable career fields. All affected permanent employees are eligible for the Department Preferred Reemployment List, as outlined herein.

The positions to be abolished are listed in your layoff plan, a copy of which is attached. We note that you have not requested exemptions under C.S. Rule 17.15 (e) and/or exceptions under C.S. Rule 17.3.

Please make this plan generally available to the employees of Office of Juvenile Justice - Central Office in accordance with Civil Service Rule 17.12 (d). If there are future amendments to the layoff plan, approval of such amendments must also be made available to employees.

In accordance with Civil Service Rule 17.22, please send us a report notifying us of all personnel actions taken relative to the layoff as soon as all layoff actions are concluded. Indicate any employees who have not attained permanent status, so their names will not be placed on the preferred reemployment lists. A chart of layoff actions (Post Layoff Action Report) and a Post Layoff Summary Report are attached. An electronic version of the Post Layoff Action Report is available on the DSCS website in the Layoff portion of the handbook. It is important that all information requested on the Post Layoff Action Report and Post Layoff Summary Report be provided. Please submit both of these reports, and copies of all Department Preferred Reemployment List forms (see attached) and Civil Service applications, if applicable, for each employee as discussed below. It is acceptable to submit a current completed copy of the SF 10 for this purpose only.

Mrs. Mary Livers
February 15, 2010

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You are instructed to distribute and explain to each permanent employee his/her rights for the Department Preferred Reemployment List. For purposes of the Department Preferred Reemployment List, the department as defined in Civil Service Rule 1.12 for employees affected by this layoff plan shall be Office of Juvenile Justice. Please see that each employee is given a copy of Civil Service Rule 17.19 (attached) at the time final notification of the layoff is given to each employee.

All eligible permanent employees must be given an opportunity to be placed on the Department Preferred Reemployment List (DPRL). (See attached form.) Three copies of this form should be made on each employee. One copy should be sent to Civil Service, one should be given to the employee and one should be kept in your agency files.

If an employee is eligible for the DPRL, but does not fill out and return the DPRL Form, document this, on the blank form and send a copy to Civil Service. Give a copy to the employee and keep a copy for your agency files.

Employees shall be notified of layoff actions, and there shall be at least five (5) calendar days between the last such notice and the effective date of layoff. Therefore, the approval of this layoff plan has no effect on employees' continued rights to make comments concerning this layoff and for those comments to receive full consideration.

Please contact the Program Assistance Division at 225-342-8274 if you have any questions.

Sincerely,


Shannon Templet
Director

SST/ELM

Attachments

cc: Gwen Jones, Human Resources Director
Elizabeth Montalbano, Assistance Coordinator
Amy Templet, Staffing Analyst

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Office of Juvenile Justice

BOBBY JINDAL, Governor

MARY L. LIVERS, M.S.W., PH.D., Deputy Secretary

February 5, 2010

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

Dear Director:

In accordance with the provisions of Rule 17.14, we are submitting the following written plan for a proposed layoff for the Office of Juvenile Justice. We have provided the required information below in the order listed in Rule 17.14.

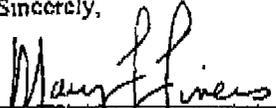
1. The affected organization unit (per Rule 1.21.1) is the Office of Juvenile Justice – Control Office.
 2. The layoff is being proposed because of extremely difficult budgetary challenges in this current fiscal year. In spite of layoff avoidance measures taken earlier: all merit increases suspended for the 2010 calendar year and retirement incentive, we are still facing extreme budgetary deficits.
 3. We have taken the following budgetary reduction measures to help avoid the layoff: suspended all merit pay increases agency wide for calendar year 2010, initiated an internal hiring freeze on jobs that were previously exempt from the hiring freeze by the Division of Administration, and offered a retirement incentive to eligible employees.
 4. The proposed effective date is February 21, 2010 at the close of business.
 5. The commuting area (per Rule 1.9.01) to be used for this layoff is East Baton Rouge Parish.
 6. The pay of employees who relocate to lower jobs will be cut. If pay will be cut, by what %? Pay will be reduced to the range minimum. If there is a Special Entrance Rate (SER) for a position, it will be paid according to the SER. Will the pay of any employees be red-circled? No.
 7. a.) The positions to be abolished are domiciled in the parish (es) of East Baton Rouge.
b.) The job titles, number of positions in each job title and the career fields for the positions being abolished: See Attachment A
- | <u>Civil Service Job Title</u> | <u># of Positions</u> | <u>Career Field</u> |
|---|-----------------------|------------------------|
| 8. Jobs in Career Field 9999 <u>will</u> be abolished. If any affected employees are in Career Field 9999, propose an appropriate expansion of their career field, with justification. <u>We are not requesting an expansion because we do not believe it to be in the best interest of the agency in light of the serious budget deficits we face. Further we do not believe that there are comparative or appropriate jobs suitable to these individuals.</u> | | |
| 9. The Parish, Career Field, Name, Job Title and Adjusted Service Date for employees expected to be laid off. <u>See Attachment B</u> | | |
| 10. The Parish, Career Field, Name, Job Title and Adjusted Service Date and proposed job title to be offered for employees who will be moved to vacancies created as the result of the layoff. <u>See Attachment C</u> | | |
| 11. We <u>have not</u> exempted any employees from layoff under Civil Service Rule 17.15(e). (Reasons for any requested exemptions must be provided.) | | |
| 12. We <u>are not</u> requesting any exceptions under Civil Service Rule 17.3. (Reasons must be provided for any requested exceptions. Include exceptions that may be needed during recall of employees on Department Preferred Reemployment List.) | | |
| 13. The names and pay of unclassified employees authorized under the provisions of Civil Service Rule 4.1(d)1 or 4.1(d)2 in the affected organizational unit are: <u>See Attachment D</u> | | |
| <u>Job Title</u> | <u>Rule #</u> | <u>Salary Per Year</u> |

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14. We do not have contracts currently in effect or anticipated that may be causative or related to the layoff. Explain.

We would appreciate your review and approval of our plan so that we may proceed with this layoff.

Sincerely,


Mary L. Jones, Deputy Secretary

cc: OJJ Legal
Gwen Jones, HR Director

attachments (4)

MLI/saj

Attachment A

**Office of Juvenile Justice – Central Office
Classified Positions Being Cut**

Position Title	# being cut	Position #	Career Group
Administrative Assistant 5	1	50374458	1102
Administrative Assistant 4	2	50383540, 50362815	1102
Accounting Technician	1	50345273	2101
Accountant Manager 1	1	50362214	2101
Attorney 3	1	50386279	3101
Economist 3	1	189179	4102
IT Liaison Officer 3	1	50314037	9999
			2/4/2010 sj

Attachment B

Parish	Career Field	Employee Name	Job Title	Adj. Svcs. Dt
EBR	1102	Anne Carter	Administrative Asst 5	11/12/1999
EBR	1102	Kendra Rogers	Administrative Asst 4	02/08/2007
EBR	1102	Tina Jolie	Administrative Asst 4	11/17/2005
EBR	2101	Kelly Smith-Taylor	Accounting Technician	05/04/2000
EBR	2101	Philip Mason	Accountant 3	05/04/2009
EBR	3101	Vicki Picou	Attorney 3	06/25/1986
EBR	4102	Yolanda Ellis	Economist 3	08/02/1999
EBR	9999	Stacey Williams-Miller	IT Liaison Officer 3	01/13/1987
EBR				
				02/04/2010 sj

#9 on the layoff letter (expected to be laid off) OJJ - Central Office

