



Shannon S. Templet  
Director

**State of Louisiana**  
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July 6, 2009

Stephanie Blackmon, HR Director  
University of Louisiana Monroe  
700 University Avenue  
Monroe, LA 71209-2300

Dear Ms. Blackmon:

**Please make the letter generally available to all employees of the University of Louisiana Monroe.**

I am hereby approving your layoff avoidance request made per CS Rule 17.2 and 17.6, as proposed in your letter dated July 3, 2009 of withholding merit increases. You made two requests and only one is being approved at this time.

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 fall on July 6, 2009 through July 5, 2010.

You indicate in your letter that merit increase and other similar pay increases will not be granted to 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.

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

Please ensure that all of the affected employees are notified of the approval of this layoff avoidance measure per CS Rule 17.5(b) - Notification to Employees. We understand that the requirements of CS Rule 17.5(a) - Initial general notification, were met on June 30, 2009.

Please feel free to contact Samantha Harris, your Assistance Coordinator, by phone at 225-342-8274 or email at [samantha.harris@la.gov](mailto:samantha.harris@la.gov) if you or your staff has any additional questions.

Sincerely,

Handwritten signature of Shannon S. Templet in black ink.  
Shannon S. Templet  
Director

cc: Samantha Harris, DSCS Assistance Coordinator

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