



Department of Human Resources

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MEMO

TO: Employees of the University of Louisiana at Monroe

FROM: Melissa Ducote, Human Resources Director & Delegated Appointing Authority *MD*

DATE: August 28, 2023

RE: **Notice of Impending Layoff Avoidance Measure**

In accordance with the requirements of Civil Service Rule 17.5(a) and the University of Louisiana System (ULS) Policy Number FS-III.II.G-1, notice is hereby given of an impending layoff avoidance measure to be implemented. The plan for this layoff avoidance measure is being submitted to Civil Service and the ULS for approval. This measure is necessary because of a projected budget shortfall. We hope that by adopting this measure we will reduce the need for layoffs.

We are proposing to offer all classified employees and tenured faculty who are eligible for regular retirement an incentive to do so in the form of a one-time, lump-sum payment.

Once the layoff avoidance plans have been approved by the Director of Civil Service and the ULS, the plans will be made generally available to all eligible employees.

Any questions concerning this matter should be directed to the Office of Human Resources at (318) 342-5140.

#TAKEFLIGHT

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