



**Byron P. Decoteau, Jr., Director**

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August 28, 2023

Ron Berry, Ph.D., President  
University of Louisiana at Monroe  
700 University Avenue  
Monroe, LA 71209-3000

Dear Dr. Berry;

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

This is to inform you that I received your letter dated August 22, 2023, proposing the implementation of a layoff avoidance measure in the form of a retirement incentive per State Civil Service Rule 17.9 for the University of Louisiana at Monroe.

Specifically, I am approving your request to allow the University of Louisiana at Monroe to pay a lump-sum payment to eligible classified employees as mentioned in the request who retire on or before December 31, 2023, that will not exceed 50% of the savings that University of Louisiana at Monroe will realize in the fiscal year 2023-2024, as a result of employee's retirement. The opportunity to apply for this retirement incentive is open for all eligible classified employees campus-wide.

This retirement incentive is instituted as a layoff avoidance measure and will be made available to eligible classified employees of the University of Louisiana at Monroe. This incentive shall be offered to employees in accordance with the terms outlined in your request. Please note that it is your responsibility, as President, to ensure that the anticipated savings for this layoff avoidance are realized as outlined in your letter. For your reference, attached is the job aid from the HR Handbook which addresses employees who participated in a retirement incentive and their potential to return to state employment. Be reminded that any questionable payment made under this rule will be reported to the Louisiana Legislative Auditor.

Please make your layoff avoidance plan and this letter generally available to all employees within your agency as soon as possible, in accordance with State Civil Service Rule 17.5(b). If you have questions or need additional assistance, please contact State Civil Service at (225) 342-8276.

Sincerely,

Byron P. Decoteau, Jr.  
Director

Enclosure: Copy of Request, Retirement Incentive Plan Terms of Agreement & Retirement Incentive FAQ.