



Shannon S. Templett  
Director

State of Louisiana  
DEPARTMENT OF STATE CIVIL SERVICE  
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February 1, 2010

Mr. Charles Strong, Regional Director  
Louisiana Technical College  
Greater Northwest Louisiana Region 7  
P.O. Box 835  
Minden, LA 71058

Dear Mr. Strong:

**Please make this letter generally available to the employees of the Sabine Valley Campus of the Louisiana Technical College Region 7.**

In response to your letter dated January 14, 2010 proposing a layoff at the Sabine Valley Campus of the Louisiana Technical College (LTC) Region 7, I am approving your request as outlined in that letter. The reason for the layoff is a midyear budget cut of \$408,519 for Region 7

This layoff, which will be effective at the close of business on February 5, 2010, must be conducted in compliance with Chapter 17 of the Civil Service Rules. If there are amendments to the layoff plan, approval of such amendments must be obtained and made available to employees as well. The organizational unit for this layoff is the Sabine Valley Campus of the LTC Region 7, and the commuting area is Sabine Parish. You indicate that you will not be exercising any exemptions as allowed in C.S. Rule 17.15(e) nor are you requesting exceptions under C.S. Rule 17.3. The organizational unit for purposes of the Department Preferred Reemployment List (DPRL) will be LTC Region 7.

Rule 17.20(a) requires that as of the date that the Director approves the layoff plan, a hiring freeze takes effect; specifically, "no appointments shall be made in the affected department to job titles abolished in the layoff or to equivalent or lower jobs in those career fields and commuting areas, except that job offers made prior to this approval date may be honored." The freeze on appointments ends upon the establishment of the DPRL.

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 are not permanent status, so that their names will not be placed on the preferred reemployment lists. Electronic versions of the Post Layoff Action Report and the Post Layoff

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Summary Report are available on the DSCS website in the "Layoff Issues" section 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 those reports, and copies of all DPRL forms (also available on the website) and Civil Service applications, if applicable, for each affected employee. It is acceptable to submit a current completed copy of the old application form (SF10) for this purpose only.

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 our Program Assistance Division at 225-342-8274 if you have any questions.

Sincerely,



Shannon S. Temple  
Director

SST:JT

C Ms. Amber Saunders