

UNIVERSITY OF LOUISIANA MONROE

July 21, 2009

TO: All Classified Employees

FROM: Dave Nicklas, Vice President for Business Affairs



SUBJECT: Notice of Layoff Avoidance Measures

In accordance with Civil Service **Rules 17.8** The University of Louisiana at Monroe requests approval to implement the following layoff avoidance measure: furlough without pay.

Under Civil Service **Rule 17.8**, we propose to implement a furlough without pay for all employees (including unclassified employees other than faculty).

- We are asking for the following exceptions to **Rule 17.1**, Uniform Measures: we propose to exclude employees with an annual salary equal to or less than 164% of the Federal Poverty Level for a family of three (less than \$30,000). We feel these employees face tough economic challenges and would like to refrain from adding to their economic stress. We also propose to exclude the employees within the department of University Police as these law enforcement officers are vital to ensure the safety of our faculty, staff and students.

Our Furlough Plan is outlined below:

Furlough Days by Salary Level:

- Up to \$29,999 No Furlough (may be required to take annual leave)
- \$30,000 to \$64,999 1 Day Furlough
- \$65,000 to 89,999 2 Days Furlough
- 90,000 and above 3 Days Furlough
- President 4 days Furlough

In an effort to minimize interruption to the maintenance of class schedules and other essential university services, the university will schedule the furlough days as appropriate between July 27, 2009 and June 30, 2010

Vice President for Business Affairs • Library Suite 623 • 700 University Ave. • Monroe, LA 71209-2000
Phone: (318) 342-1961 • Fax: (318) 342-1966

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