


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General Notice of Impending Layoff Avoidance Measure

To: Employees of the Delgado Community College

From: Carla Major 
Assistant Vice Chancellor for Human Resources and Professional Development
Delegated Appointing Authority

Subject: Notice of Impending Layoff Avoidance Measure

Date: September 24, 2015

In accordance with the requirements of Civil Service Rule 17.5(a), notice is hereby given of an impending layoff avoidance measure to be implemented in our department for all of our employees statewide. The plan for this layoff avoidance measure is being submitted to Civil Service for approval. This measure is necessary due to prior and continued budget concerns. We hope that by adopting this measure we will avert the need for layoffs.

We are proposing to freeze merit increases for all employees whose performance increases would be due on October 1, 2015. Delgado Community College will also freeze similar pay raises for unclassified employees.

Once the layoff avoidance plan has been approved by the Director of Civil Service, the plan will be made generally available to our employees.

Any questions concerning this matter should be directed to me at (504) 762-3003.

We regret the need for this action.

Approved:


Steven H. Cazaubon, Vice Chancellor
For Business & Administrative Affairs


Joan Y. Davis, Chancellor