

Dr. Barbara M. Hanson  
Chancellor

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September 26, 2013

Director Shannon Templet  
Department of State Civil Service  
P. O. Box 94111  
Baton Rouge, LA 70804-9111

Dear Director Templet:

In accordance with Civil Service Rules 17.2 and 17.6, Louisiana Delta Community College is requesting approval to implement the layoff avoidance measure selected below for Fiscal Year 2013-14. This request is due to budget reductions for FY 13/14.

Louisiana Delta Community College is requesting approval to implement the layoff avoidance measure of withholding performance adjustments for all of our employees.

**Note:** Louisiana Delta Community College funding has been reduced for FY 13/14 by \$142,647. Should fiscal conditions improve and this layoff avoidance measure is lifted, we retain the option to consider granting performance adjustments or restoring the performance adjustment **to an amount not to exceed 4% of an employee's base salary in FY 12/13** prospectively or retroactively to October 1 of FY 13/14 to those employees affected by this measure.

*I hereby certify that Louisiana Delta Community College will not have sufficient funds in FY 13/14 to grant performance adjustments of 4% on October 1, 2013.*

APPOINTING AUTHORITY: \_\_\_\_\_

APPROVED: \_\_\_\_\_

Shannon S. Templet, Director  
Department of State Civil Service

**RECEIVED**

**SEP 30 2013**

**LA State Civil Service**