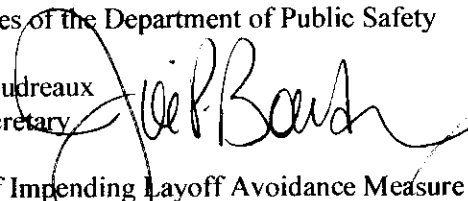


State of Louisiana
Department of Public Safety and Corrections
Public Safety Services

April 21, 2010
DPS-02-1290

MEMORANDUM

TO: Employees of the Department of Public Safety

FROM: Jill P. Boudreaux
Undersecretary 

SUBJECT: Notice of Impending Layoff Avoidance Measure

In accordance with the requirements of Civil Service Rule 17.5(a) and State Police Commission Rule 17.2 (a), notice is hereby given of an impending layoff avoidance measure to be implemented in our department for all Department of Public Safety employees.

The plan for this layoff avoidance measure is being submitted to Civil Service and the State Police Commission for approval. This measure is necessary due to budget reductions to our department's funding. We hope that by adopting this and other measures, we will avert the need for layoffs.

We are proposing to offer a layoff avoidance measure in the form of a retirement incentive. We are proposing to offer all employees who are eligible for regular retirement on or before July 30, 2010, an incentive to do so in the form of a one-time, lump sum payment of 50% of the savings realized by DPS for one year from the effective date of the employee's retirement. This lump sum payment is determined by subtracting the number of annual leave hours paid upon separation (maximum 300 hours), and any applicable compensatory time paid upon separation, from the number of work hours (2080 hours) in one year. That number is then multiplied by the employee's current hourly rate of pay and the lump sum amount will be 50% of that total. Employees will be required to retire no later than August 13, 2010, in order to take advantage of this incentive.

Participation in the incentive program will be on a first come, first serve basis and will initially be offered to the first twenty (20) applicants. Interested employees will be required to respond in writing to the DPS Human Resources Division no earlier than April 26, 2010 and no later than 4:30 pm, May 28, 2010. The Department may extend the offer to additional applicants in order of receipt of application as budgetary and operational considerations allow.

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

Any questions concerning this matter should be directed to Melissa Sylvia, Human Resources Director, at 225-925-6067.

"An Equal Opportunity Employer"

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