



Anne Smith Soileau
Director

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March 2, 2009

Judge Calvin Johnson
Executive Director
Metropolitan Human Services District
400 Poydras Street, Suite 1800
New Orleans, LA 70130

Dear Judge Johnson:

Please make this letter generally available to the employees of the Metropolitan Human Services District.

In response to your letter of February 23, 2009, proposing a layoff avoidance measure of reduction of 12 work hours per biweekly pay period for all full-time employees, this is your authority to implement the measure. We understand that part-time employees are not included in this plan. The plan will be in effect March 9, 2009 through close of business June 14, 2009.

If you have any questions regarding this, please contact your Program Assistance Coordinator, Julia Turner, at (225) 342-8283

Sincerely,

Anne S. Soileau
Director

AS:JAT:jat

cc Theresa Richard, HR Director