



Shannon S. Templett  
Director

**State of Louisiana**  
**DEPARTMENT OF STATE CIVIL SERVICE**  
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June 26, 2009

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

Dear Judge Johnson:

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

I am hereby approving your layoff avoidance request made per CS Rule 17.2 and 17.6, as proposed in your letter dated June 24, 2009. You made one request with no exceptions.

Specifically, I am approving your request to not grant merit increases, per CS Rule 17.6 for the reasons stated in your letter for all classified employees whose anniversary dates fall on July 1, 2009 through June 30, 2010.

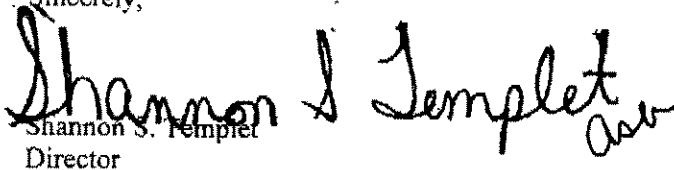
You indicate in your letter that the layoff avoidance measure will apply to all of your unclassified employees as well. These actions do not require Civil Service approval, but this Department and the Commission acknowledge your commitment to applying such measures to the unclassified workforce as well as the classified employees during this difficult time.

Please ensure that all of the affected employees are notified of the approval as per CS Rule 17.5(b) – Notification to Employees. We understand that the requirements of CS Rule 17.5(a) – Initial general notification, have been met.

If you find that during this time funds become available to render merit increases to eligible employees whose merits were previously frozen, please notify us in writing so that we may note that for our records.

Please feel free to contact Julia Turner, your Assistance Coordinator, by phone at 225-342-8274 or email at [Julia.turner@la.gov](mailto:Julia.turner@la.gov) if you or your staff have any additional questions.

Sincerely,

  
Shannon S. Templett  
Director

cc: Julia Turner, DSCS Assistance Coordinator  
Theresa Richard, HR Director

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