



# METROPOLITAN HUMAN SERVICES DISTRICT

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February 23, 2009

## MEMORANDUM

**TO: Employees of the Metropolitan Human Services District**

**FROM: Judge Calvin Johnson, Executive Director**

**SUBJECT: Notice of Impending Layoff Avoidance Measures**

In accordance with the requirements of Civil Service Rule 17.4(a), notice is hereby given of an impending layoff avoidance measure of a reduction in work hours for all full-time employees of the District. The plan for this layoff avoidance measure is being submitted to Civil Service for approval.

The Metropolitan Human Services District is facing a budget shortfall and must reduce its expenditures by \$2.5 Million for this fiscal year. We have already implemented all other options for cost-savings including a hiring freeze, suspension of non-essential travel and purchases of supplies and reductions in social services contracts.

We are proposing to reduce work hours for all full-time employees by 12 hours per bi-weekly pay period. Once the layoff avoidance plan has been approved by the Director of Civil Service, details of the plan will be made generally available to our employees.

Any questions concerning this matter should be directed to Ms. Theresa Richard, Human Resources Director, at (504) 568-3143. We deeply regret the need to take this action.

Sincerely,

A handwritten signature in black ink, appearing to read 'Calvin Johnson', written over a horizontal line.

Judge Calvin Johnson, Executive Director