



Shannon S. Templet  
Director

**State of Louisiana**  
**DEPARTMENT OF STATE CIVIL SERVICE**  
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June 10, 2009

Ms. Marian D. Caillier  
Louisiana State University  
304 Thomas Boyd Hall  
Baton Rouge, LA 70803

Dear Ms. Caillier,

I am hereby approving your layoff avoidance request made per C.S. Rule 17.2, as proposed in your letter dated May 15, 2009 and received in my office on May 28, 2009. You made one request with no exceptions.

Specifically, I am approving your request to:

- Freeze merit increases, per C.S. Rule 17.6 and for the reasons stated in your letter, for all classified employees whose anniversary dates fall from July 1, 2009 through June 30, 2010.

Please ensure that the affected employees are notified of my approval immediately as per the requirements of C.S. Rule 17.5(b)—Notification to Employees. We understand the requirements of C.S. Rule 17.5 (a)—initial general notification--were met on June 8, 2009.

Please feel free to contact Samantha Harris, your Assistance Coordinator, by phone at 225.342.8279 or via email at [Samantha.Harris@la.gov](mailto:Samantha.Harris@la.gov), if you or your staff have questions about this or any other matter.

Sincerely,

  
Shannon S. Templet  
Director

Post Office Box 94111 • Baton Rouge, Louisiana 70804-9111

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