




**STATE OF LOUISIANA**  
**DEPARTMENT OF EDUCATION**  
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<http://www.louisianaschools.net>

To: Employees of the Department of Education  
From: Paul G. Pastorek, State Superintendent   
Subject: GENERAL NOTICE OF IMPENDING LAYOFF  
Date: May 27, 2009

In accordance with the requirements of Civil Service Rule 17.10(a) 1, notice is hereby given of an impending layoff to be effective June 15, 2009 in the Department of Education,

Office of School and Community Support, Division of Student Learning and Support  
Office of Educator Support, Division of Professional Development, and  
Special School District, Administration

Positions occupied by employees affected by this proposal are domiciled in the parish(es) of East Baton Rouge. This layoff is being proposed due to elimination of state general fund dollars and reduction of positions in the 2009-10 budget for the Church-Based Tutorial Program in the Office of School and Community Support, LaTAAP Program in the Office of Quality Educators, and Special School District, Administration.

Once the layoff plan has been approved by the Director of Civil Service, it will be made generally available to you. Any questions concerning this matter should be directed to Mary V. Gloston, Human Resources Director at [mary.gloston@la.gov](mailto:mary.gloston@la.gov).

*Responsibilities of Employees Affected in a Layoff*  
*Civil Service Rule 17.13*

The following shall be responsibilities of any employee affected in a layoff. This includes employees who are on leave, on detail to special duty, and on temporary interdepartmental assignment.

- (a) He shall read or otherwise make himself aware of agency-distributed information concerning the layoff.
- (b) He shall supply all information required by the agency to determine adjusted state service date in the format and by the deadline set by the agency.
- (c) If he is absent from work, he shall leave with the personnel specified in his agency, correct and current information as required by the agency on how he may be reached at all times when his agency will be making job offers during the layoff.
- (d) He shall comply with the deadline for responding to a job offer in a manner determined by the agency. Failure to do so in the proper manner and by the deadline shall be considered a declination of the job offer.
- (e) If meeting the job qualifications of the offered job requires a grade from Civil Service, he must have had the grade effective no later than the date the layoff plan is submitted to Civil Service to be eligible for that position. The grade need not be active; it may be expired. However, it must have the same series number as the test currently in use and must be verifiable, either in the automated applicant record at Civil Service or by the employee producing the original grade notice.
- (f) Once he gives his acceptance or declination of a job offer, his decision is final and the agency is not required to re-work any job offers already made.

PGP/mvg

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