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May 3, 2013

Thomas Warner, Ed. D., Chancellor  
Nunez Community College  
3710 Paris Road  
Chalmette, LA 70043

Dear Chancellor Warner:

**Please make this letter generally available to all employees of Nunez Community College.**

In response to your letter of April 30, 2013 proposing the implementation of a layoff avoidance measure in the form of a retirement incentive per Civil Service Rule 17.9, for Nunez Community College, I am approving your request as outlined in that letter.


Specifically, I am approving your request per C.S. Rule 17.3(a), with the exception to allow Nunez Community College to pay a lump sum payment to any employee who retires on or before May 20, 2013. The lump sum payment will be based eight (8) %, or \$5,000, whichever is greater, of the savings realized for the fiscal year that begins July 1, 2013.

This retirement incentive is instituted as a layoff avoidance measure and will be made available to all eligible classified employees of Nunez Community College. The window to apply for the incentive is from May 6, 2013 through May 20, 2013 and shall be offered to employees in accordance with the terms outlined in your request.

Please make your layoff avoidance plan and this approval letter generally available to all employees within Nunez Community College as soon as possible, according to C.S. Rule 17.5 (b).

Please feel free to contact the Employee Relations Division by phone at 225.342.8274 if you have questions about this matter.

Sincerely,

  
Shannon S. Templett  
Director  
State Civil Service

SST:bw

Enclosures: Copy of Letter from Chancellor  
Incentive Pay Sample  
Retirement Incentive Terms of Agreement

**AN EQUAL OPPORTUNITY EMPLOYER**