

To: All Employees of Nunez Community College

From: Thomas R. Warner, Ed.D.
Chancellor

Date: August 20, 2009

RE: General Notice of Layoff Avoidance Measures

On July 30, 2009, I submitted a layoff avoidance plan to the Board of Supervisors for the LCTCS. At the same time, I submitted the same layoff avoidance plan to the Department of Civil Service. All of you received a memo from me that stated the general outline of the plan.

Today's memo is formal notification that our plan has been approved by both LCTCS (approved August 12, 2009) and the Department of State Civil Service (approved August 18, 2009), and will be implemented beginning August 30, 2009. At this time, the ending date of our plan is August 29, 2010, but as I mentioned in earlier letters and meetings, we will probably have another round of budget cuts next year and will need to extend this plan with or without changes.

From August 30, 2009 through August 29, 2010, merit increases for all employees are frozen, except in extraordinary circumstances approved by the Chancellor, LCTCS, and Civil Service. If funding is restored for next year and our budget allows, we will resume merit increases after August 29, 2010. However, merits for the time period of August 30, 2009 through August 29, 2010 will not be retroactively awarded.

In addition, there will be no optional pay increases for assuming additional duties and responsibilities for the next fiscal year, except in extraordinary circumstances.

Vacancies caused by attrition (retirements and resignations) will be filled with lower paid employees, depending upon applicable Civil Service and LCTCS rules and policies. We anticipate the retirement of several high level administrators this fiscal year, and at the times that those occur, we intend to restructure and consolidate certain departments.

Class sizes will be increased and the number of overload contracts and adjunct contracts for this academic year will be decreased, depending upon the needs of the students and the college.

Travel to conferences and professional development will be limited to that needed for compliance to applicable state and federal statute, rules, and regulations, and to provide necessary training on new systems. Purchases of office supplies and paper will be limited by departments.

Later in the fall semester, when the weather cools sufficiently, and throughout the spring semester, we will minimize the use of utilities in selected buildings on the weekends.

Any questions concerning this matter should be directed to Dr. Carol B. McLeod, Director of Human Resources, at 504-278-6418.