



STATE CIVIL SERVICE

Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

April 3, 2024

Daryl V. Burckel, Ph.D., President
McNeese State University
4310 Ryan Street
Lake Charles, LA 70605

Dear Dr. Burckel;

Please make this letter generally available to all employees of McNeese State University.

This is to inform you that I received your letter dated April 2, 2024, proposing the implementation of a layoff avoidance measure in the form of a retirement incentive per State Civil Service Rule 17.9 for McNeese State University.

Specifically, I am approving your request to allow McNeese State University to pay a lump-sum payment to eligible classified employees as mentioned in the request who retire on or before June 30, 2024, that will not exceed 50% of the savings that McNeese State University will realize in the fiscal year 2025 (July 1, 2024 - June 30, 2025), as a result of employee's retirement. The opportunity to apply for this retirement incentive is open for all eligible classified employees campus-wide.

This retirement incentive is instituted as a layoff avoidance measure and will be made available to eligible classified employees of McNeese State University. This incentive shall be offered to employees in accordance with the terms outlined in your request. Please note that it is your responsibility, as President, to ensure that the anticipated savings for this layoff avoidance are realized as outlined in your letter. For your reference, attached is the job aid from the HR Handbook which addresses employees who participated in a retirement incentive and their potential to return to state employment. Be reminded that any questionable payment made under this rule will be reported to the Louisiana Legislative Auditor.

Please make your layoff avoidance plan and this letter generally available to all employees within your agency as soon as possible, in accordance with State Civil Service Rule 17.5(b). If you have questions or need additional assistance, please contact State Civil Service at (225) 342-8276.

Sincerely,

A handwritten signature in cursive script, appearing to read "B. Decoteau, Jr.".

Byron P. Decoteau, Jr.
Director

Enclosure: Copy of Request, Retirement Incentive Plan Terms of Agreement & Retirement Incentive FAQ.

April 2, 2024

Mr. Byron P. Decoteau, Jr.
Director, Department of State Civil Service
PO Box 94111
Baton Rouge, LA 70804-9111

Dear Mr. Decoteau:

In accordance with Civil Service Rule 17.9, McNeese State University is requesting approval to implement a layoff avoidance measure in the form of retirement incentive. We propose to offer employees who are eligible for regular retirement, an incentive to do so in the form of a one-time, lump-sum payment.

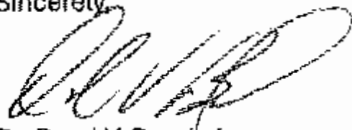
This will apply equally to all McNeese employees who are eligible to retire in accordance with regular state retirement system regulations. Any employee who is eligible to retire may elect to participate in this retirement incentive program.

This measure is being requested due to budgetary reductions required to offset an existing fiscal deficit of \$4,000,000. We propose to offer eligible employees a payment of 50% of the savings realized by the agency in FY 25 (July 1, 2024 – June 30, 2025), as a result of the employee's retirement. This will be applied uniformly to all eligible employees who opt to take advantage of this opportunity. McNeese previously implemented a retirement incentive for tenured faculty members who were offered a lump sum payment of one-half of the current 9-month salary with a cap of \$45,000.

Upon approval of this request, the effective dates of this plan will be from April 15, 2024 through June 30, 2024. Interested employees will be required to respond within 10 business days of the effective date the offer is made. All employees who wish to participate in this plan must retire on or before June 30, 2024 to be eligible. Employees shall receive no payment under this plan prior to the employee's separation date.

Thank you for your consideration of this request.

Sincerely,



Dr. Daryl V. Burckel
President



MCNEESE
STATE UNIVERSITY
A Member of the University of Louisiana System

Human Resources
Box 91615
Lake Charles, LA 70609
337/475-5103 Fax 475-5104

To: Employees of McNeese State University

From: Luci Mireles, Director of Human Resources and Student Employment

Subject: Notice of Impending Layoff Avoidance Measure

Date: April 2, 2024

In accordance with the requirements of Civil Service Rule 17.5(a), notice is hereby given of an impending layoff avoidance measure to be implemented in our agency for all of our eligible employees. The plan for this layoff avoidance measure is being submitted to Civil Service for approval. This measure is necessary because of our agency's funding deficit of \$4,000,000 for the upcoming fiscal year. We hope that by adopting this measure we will avert the need for layoffs.

We propose to offer eligible employees a payment of 50% of the savings realized by the agency in FY 25 (July 1, 2024 - June 30, 2025), as a result of the employee's retirement. This will be applied uniformly to all eligible employees who opt to take advantage of this opportunity.

Upon approval of this request, the effective dates of this plan will be from April 15, 2024 through June 30, 2024.

Once the layoff avoidance plan has been approved by the Director of State Civil Service, the plan will be made generally available to our employees.

Any questions concerning this matter should be directed to Luci Mireles, Director of Human Resources and Student Employment. We regret the need for this action.

Sincerely,

A handwritten signature in cursive script that reads "Luci Mireles".

Luci Mireles

Director of Human Resources and Student Employment
Delegated Appointing Authority