JOB AIDS AND RESOURCES
Layoff Avoidance Sample – Retirement Incentive Plan for Employees Eligible for Regular Retirement

STATECIVILSERVICE

Enter date

Director
Department of State Civil Service
PO Box 94111
Baton Rouge, LA 70804-9111

Dear Director:

In accordance with Civil Service Rule 17.9, the (Name of Agency) 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 Department 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.

OR

We are requesting an exception to uniform measures per C.S. Rule 17.3. We propose to offer this to all employees who are eligible for regular retirement in accordance with state retirement system regulations except for employees [state business reasons for exception here—employees above the manager level due to (state business reason, such as the agency has less flexibility to redistribute work at those levels, etc.)].

This measure is being requested due to budgetary reductions (explain further if necessary.) We propose to offer eligible employees a payment of (% chosen by agency not to exceed 50%) of the savings realized by the agency in (fiscal year) 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 enter date to enter date.

To implement the retirement incentive plan, we will make offers to affected employees on enter date. Interested employees will be required to respond within enter time frame of the effective date the offer is made. All employees who wish to participate in this plan must retire on or before enter date 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,

Appointing Authority