



**State of Louisiana**  
Division of Administration  
**Office of the Commissioner**

**MEMORANDUM**

**TO:** Department/Agency Heads, Undersecretaries, and Fiscal Officers

**FROM:** Angele Davis, Commissioner *Angele Davis*

**RE:** Executive Order No. BJ 2009-11—Limited Hiring Freeze

**DATE:** July 24, 2009

In accordance with Section 1A of the Executive Order, departments, agencies, or budget units shall freeze the number, considered the floor, of Table of Organization Appropriated Full-Time Equivalent (T.O. FTE) positions that are listed below. The funding associated with these positions should be placed into the unallotted expenditure category. Departments, agencies, or budget units are not to exceed the number, considered the ceiling, of occupied Non-appropriated Table of Organization Full-Time Equivalent (Non-T.O. FTE) positions as listed in the table below.

In addition, please be apprised that any additional vacancy that occurs within the T.O. FTE or any Non-T.O. FTE positions that becomes unoccupied on or after the date of this letter shall not be filled or occupied without my express written consent. However, agencies with direct patient care and public safety positions are permitted to:

- 1) Fill an additional T.O. FTE position vacancy, associated with direct patient care or public safety, that occurs on or after the date of this letter as long as the filling of such vacancy does not cause the number of frozen T.O. FTE positions listed below to decrease;
- 2) Occupy an additional Non-T.O. FTE position associated with direct patient care or public safety that becomes unoccupied on or after the date of this letter as long as the occupancy does not cause the Non-T.O. FTE positions listed below to increase.

Schedule No.	Executive Branch	Non-T.O. FTE Positions	T. O. FTE Positions	State General Fund	Total
01	Executive				
01-100	Executive Office	4	0	\$0	\$0
01-101	Office of Indian Affairs	0	0	\$0	\$0
01-102	Office of Inspector General	0	0	\$0	\$0
01-103	Mental Health Advocacy Service	2	0	\$0	\$0
01-107	Division of Administration	78	0	\$0	\$0
01-109	Office of Coastal Protection and Restoration	0	0	\$0	\$0
01-111	Governor's Office of Homeland Security and Preparedness	212	9	\$126,490	\$588,665
01-112	Military Affairs	40	5	\$70,267	\$175,668
01-114	Women's Policy	0	1	\$90,350	\$90,350
01-116	Louisiana Public Defender Board	0	0	\$0	\$0

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Schedule No.	Executive Branch	Non-T.O. FTE Positions	T. O. FTE Positions	State General Fund	Total
01-126	Board of Tax Appeals	0	0	\$0	\$0
01-129	Louisiana Commission on Law Enforcement and the Administration of Criminal Justice	5	0	\$0	\$0
01-133	Office of Elderly Affairs	1	0	\$0	\$0
01-254	Louisiana State Racing Commission	0	3	\$0	\$174,745
01-255	Office of Financial Institutions	0	1	\$0	\$50,286
03	Veterans Affairs	4	2	\$139,083	\$139,083
05	Economic Development	1	0	\$0	\$0
07	Transportation and Development	2	43	\$0	\$2,702,170
08A	Corrections Services	282	9	\$527,441	\$555,776
08B	Public Safety Services	38	13	\$0	\$886,883
08C	Youth Services	20	80	\$4,374,830	\$4,374,830
09	Health and Hospitals	1,602	124	\$3,227,869	\$8,963,079
10	Social Services	115	10	\$265,993	\$687,901
11	Natural Resources	7	13	\$32,611	\$1,083,078
12	Revenue	16	18	\$213,001	\$971,656
13	Environmental Quality	1	49	\$3,106,457	\$3,397,717
14	Louisiana Workforce Commission	51	7	\$0	\$419,692
16	Wildlife and Fisheries	63	2	\$0	\$185,843
17	Civil Service				
17-560	State Civil Service	1	4	\$0	\$233,735
17-561	Municipal Fire and Police Civil Service	0	0	\$0	\$0
17-562	Ethics Administration	1	0	\$0	\$0
17-563	State Police Commission	0	0	\$0	\$0
17-564	Division of Administrative Law	5	0	\$0	\$0
19A	Higher Education				
19A-671	Board of Regents	10	5	\$401,000	\$401,000
19A-661	Office of Student Financial Assistance	0	0	\$0	\$0
19A-674	Louisiana Universities Marine Consortium	0	0	\$0	\$0
19A-600	Louisiana State University System	0	1	\$0	\$0
19A-615	Southern University System	0	8	\$0	\$0
19A-620	University of Louisiana System	0	3	\$66,720	\$66,720
19A-649	Louisiana Community and Technical Colleges System	0	3	\$0	\$0
19A	Higher Education Institutions	34,551	0	\$12,000,000	\$12,000,000
19B	Special Schools and Commissions				
19B-651	Louisiana School for the Visually Impaired	10	0	\$0	\$0
19B-653	Louisiana School for the Deaf	0	0	\$0	\$0
19B-655	Louisiana Special Education Center	8	1	\$0	\$83,400
19B-657	Louisiana School for Math, Science, and the Arts	78	0	\$0	\$0
19B-662	Louisiana Educational Television Authority	0	0	\$0	\$0
19B-666	Board of Elementary and Secondary Education	0	0	\$0	\$0
19B-673	New Orleans Center for the Creative Arts—Riverfront	10	0	\$0	\$0
19D	Department of Education	1,979	9	\$306,870	\$497,626
19E-610	LSU Health Sciences Center Health Care Services Division	7,249	0	\$0	\$0
21	Ancillary				
21-790	Donald J. Thibodaux Training Academy	0	3	\$0	\$224,017
21-796	Central Regional Laundry	1	0	\$0	\$0
21-800	Office of Group Benefits	0	2	\$0	\$160,245
21-804	Office of Risk Management	4	1	\$0	\$63,882

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Schedule No.	Executive Branch	Non-T.O. FTE Positions	T. O. FTE Positions	State General Fund	Total
21-805	Administrative Services	0	2	\$0	\$75,548
21-806	Louisiana Property Assistance	1	0	\$0	\$0
21-807	Federal Property Assistance	0	0	\$0	\$0
21-808	Office of Telecommunications Management	0	2	\$0	\$71,657
21-810	Public Safety Services Cafeteria	0	3	\$0	\$133,547
21-811	Prison Enterprises	1	8	\$0	\$596,999
21-813	Sabine River Authority	12	4	\$0	\$150,256
21-814	Patient's Compensation Fund Oversight Board	2	1	\$0	\$31,317
21-829	Office of Aircraft Services	0	1	\$0	\$52,158
21-860	Municipal Facility Revolving Loan	0	0	\$0	\$0
21-861	Safe Drinking Water Revolving Loan Fund	0	0	\$0	\$0

In accordance with Section 2 of the Executive Order, by August 3, 2009, you are to submit for my approval mid-year adjustments (BA-7) unallotting no less than the number of T.O. FTE positions and funding listed. Positions specifically related to direct patient care and positions that are critical to the safety of the public should, to the extent possible, not be included in the BA-7.

However, for Higher Education, the dollars generated from freezing Non-T.O. FTEs should not be unallotted but should be retained by the campuses for strategic investments within the institutions.

The Board of Regents and the LSU Board of Supervisors shall ensure that no direct patient care positions are affected as a result of this freeze.

Your OPB budget analyst will be contacting you, if he or she has not already done so, to discuss the preliminary financial numbers and the relative need for your Non-T.O. FTEs.

Thank you for your cooperation in this matter, and if you have any questions please contact your OPB budget analyst.

AD:RLS:BD:lor