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## ***HR Handbook Update No. 2014 – 0013***

**Issue Date:** September 12, 2014

**To:** HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

**Subject:** Update to HR Handbook Chapter 17: Final Report of Actions Taken for Layoff or Business Re-organization (Template #10)

**REASON FOR THE UPDATE:** The current Final Report of Actions Template is outdated and does not encompass all of the information that is required to be reported. The form has been updated and expanded to include information that is required post layoff and post business re-organization.

**EFFECTIVE DATE:** September 11, 2014

This update is to advise that **Template #10: Final Report of Actions** has been updated to reflect the current Performance Evaluation System (PES) language, in accordance with SCS Rule 17.15(b) and to correct other outdated information. Further, the template has been renamed **Final Report of Actions Taken for Layoff or Business Re-Organization**, in order to clarify that the report is used for both layoff and business re-organization reporting.

This form continues to be required to document in detail the final actions implemented as the result of layoff or business reorganization.

Please note that a separate form must be used for **each employee that is impacted**.

The template can be found in the HR Handbook as well as on the SCS website.

**Handbook:** Chapter 17 – Job Aids and Resources – Post Layoff – [Final Report of Actions Taken for Layoff or Business Re-organization \(Template #10\)](#)

**SCS Website:** State Civil Service Forms – [Final Report of Actions Taken for Layoff or Business Re-Organization](#)

If you have any questions, please contact your Employee Relations Consultant at (225) 342-8274.

Sincerely,

Shannon S. Templett  
Director