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HR Handbook Update No. 2014 – 0017

Issue Date: December 18, 2014

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to HR Handbook Chapter 17

REASON FOR THE UPDATE: As the result of recent rule changes (i.e. Career Field 9999), SCS has taken a comprehensive review of the job aids concerning layoff guidelines in Chapter 17.

EFFECTIVE DATE: December 10, 2014

This update is to advise that the following items in Chapter 17 have been updated:

Job Aids and Resources:

[Layoff Overview](#)

This Job Aid contains minor edits as well as removing references to Career Field 9999.

[Layoff Checklist](#)

This checklist has been updated and some terms have been clarified.

Procedures:

[Post Layoff Guidelines](#)

Clarifications have been made regarding employees who are offered temporary appointments from the DPRL, specifically the use of details. While the rule is silent on the use of details to special duty from a DPRL, agencies must follow the hiring requirements for a DPRL when offering an employee a detail to special duty. If the vacancy is not considered a “true vacancy,” i.e. the position is encumbered by another employee who is on a leave of absence into a different position or detailed into a different position, an exception to SCS Rule 17.23 is NOT required. However, if the vacancy is considered a “true vacancy,” DPRL rules must be followed. If the agency wishes to appoint someone other than the first person on the DPRL, SCS Commission approval is required.

[Using the Department Preferred Reemployment List \(DPRL\)](#)

Explanation is provided concerning the use of temporary appointments, specifically the use of details. The requirement to use the new DPRL Contact Form (Template #14) has been added.

Layoff Templates and Forms:

[DPRL Contact Form \(Template #15\)](#)

DPRL Contact Form is a new form that will replace an old form that was included in the DPRL procedures. This form includes required information for contacting, making offers, as well as documenting timelines of such. This form will serve as the official method of communicating the results of DPRL offers from agencies to SCS.

Templates #4, 5, 6, 7 and 12

These templates have been updated to clarify that they must be either hand delivered or mailed. Other minor edits have also been made to the templates.

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

Sincerely,

Shannon S. Templet
Director