

STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
BATON ROUGE, LOUISIANA

January 7, 2002

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General Circular No. 001466

To: Heads of State Agencies and Human Resource Directors

Subject: Change in Documentation Requirements regarding Preferred Reemployment Lists

Issue Date: January 7, 2002

As part of our continuous effort to streamline record keeping requirements, the following changes are being made to the Documentation Requirements established for Human Resource Activities.

The requirement to document a Department Preferred Re-employment List will now ONLY apply to agencies that have executed a layoff. During the two years following a layoff, the affected agency must include in the documentation of any action to fill a vacancy, evidence that the Department Preferred Re-employment List was checked. Agencies that have NOT executed a layoff within the past two years will no longer be required to maintain such documentation.

The HR Handbook on the Civil Service Website has been updated to reflect this change. The General Documentation Requirements section no longer lists a Department Preferred Re-employment Check as a required item. The section on Layoffs now specifies that documentation of a check of the Department Preferred List must accompany every action to fill a vacancy during the two years following a layoff action.

If you have any questions about this change, please contact Jean Tozer at jtozer@dscs.state.la.us or 225-342-8539.

Sincerely,

Allen H. Reynolds
Director