

**JOB AIDS AND RESOURCES**

Final Notification for Permanent Employees Without

Relocation Offers – Layoff Template #6

*Revised 10/17*

(Items in **bold and underlined** should be specific to your agency and this layoff.)

To: **Employee’s Name**

From: **Appointing Authority**

Subject: **Notification of Layoff and Other Pertinent Information**

Date: **Date of Memo**

As you are aware, **Agency Name** will be going through a layoff. We regret to inform you that you will be included in this layoff. There is no relocation offer to make to you. You will be laid off at close of business **Date of Layoff .**

All layoff actions will be taken in accordance with Chapter 17 of the Civil Service Rules. These rules, along with other layoff information are available at **agency location, often the Human Resources Office.** **Name of agency person** is available to answer any questions you may have regarding the layoff rules. **He/she** may be reached at **phone number**. The Civil Service Rules are also available at the Department of State Civil Service website at [www.civilservice.la.gov](http://www.civilservice.la.gov/HR). Permanent employees who are negatively impacted by the application of these rules **may** have the right to file an appeal to the Civil Service Commission in accordance with Chapter 13. In accordance with Chapter 13 Civil Service Rules, any appeal must be filed within 30 calendar days of receipt of this written notice.

Civil Service Rule 17.23 governing the Department Preferred Reemployment List, for which you may be eligible, is attached for your information. Also attached is the Department Preferred Reemployment List Form and a blank Civil Service application. Please complete the form and application and return both to **designate an appropriate person (usually in HR or the appointing authority’s office)** no later than **establish a deadline date (could be layoff effective date)**. Completion of these procedures will help ensure preservation of your preferred reemployment rights. **Please note: If you do not return the DPRL form and an updated application, you will be placed on the DPRL for only the job title from which you were laid off, even if that position is in a Career Progression Group. If you submit the requested information, you will be put on the DPRL for ALL jobs in the career field at your present level and below for which you qualify.**

Upon your layoff, you will be paid for any annual leave you may have accrued, up to 300 hours. In accordance with SCS Rule 11.18, your annual leave above 300 hours, as well as your accumulated sick leave balance, will be restored to you in the event you return to work in the state classified service in permanent or probational status within five years following the layoff. If you wish to apply for Unemployment Insurance benefits, you will need to check with your Human Resources Office.

You may request a refund of your contributions to the State Employees' Retirement System by completing a refund request form which can be obtained from your Human Resources Office. Please keep in mind that if you withdraw your retirement contributions and are later employed in state government, you will either lose that service for retirement purposes or you will have to "buy back" that time with interest. Other provisions of retirement eligibility, service credit and benefits have changed since July 1, 2006, so consultation with your Human Resources Office or appropriate retirement system is encouraged.

Items currently deducted from your check through payroll deductions, such as insurance, savings bonds, credit union, etc., will be affected by your layoff. Please contact your Human Resources Office to obtain the necessary information and documents regarding your benefits.

I regret that these layoff actions are necessary and that you will be affected by them. Our department is available to assist you in any way that we can. If you have any questions regarding any of this information, please consult with your Human Resources Office.

Attachments:

* Approved layoff Plan
* Civil Service Application (if applicable, current application can be used)
* Chapter 13 of the Civil Service Rules
* Department Preferred Reemployment List Form
* Copy of Civil Service Rule 17.23, Department Preferred Reemployment List

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*For agency files: This notice was \_\_hand delivered OR \_\_mailed to the employee on:*

***Date:***

*Signature of agency person handling this action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*