

**PROCEDURES**

Individual Notification of

Pending Business Reorganization – TEMPLATE

*Revised 4/2016*

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

To: **Employee’s Name**

From: **Appointing Authority**

Subject: **Employee’s Notification of Pending Business Reorganization**

Date: **Date of Memo**

Due to **explain reason for business reorganization ,**

1. Based on the needs of the organization, we are proposing that your position be reallocated from **current job title and pay level** to **proposed** **job title and pay level**.
2. In accordance with Civil Service Rule 6.8(b), your current rate of pay shall not be reduced.

**Specific information about the plan is attached. OR Specific information about the plan is available (and tell them where…HR Office, Agency internal website, etc.)**

This action has been submitted to the Director of State Civil Service with a proposed effective date of **XX/XX/XXXX**. Upon approval from the Director, the downward reallocation will be made effective 30 days after. Any comments regarding the downward reallocation may be made in writing to **(name of appointing authority or his designee, or the Human Resources Director) at address.** You may also address your comments to Mr. Byron P. Decoteau, Jr., Director, Department of State Civil Service,

P.O. Box 94111, Baton Rouge, LA 70804-9111.

Any comments regarding this business reorganization may be made in writing to one or both of the above-stated persons within fifteen (15) days of receipt of this notice.

You have the right to appeal this action to the State Civil Service Commission. The time limits and procedures for appealing are contained in Chapter 13 of the Civil Service Rules.

All downward reallocation actions will be taken in accordance with Chapter 5 of the Civil Service Rules. These rules, along with other information, are available at **(agency location, often the Human Resources Office).** **(Name of agency person)** is available to answer questions you may have regarding Chapter 5 of the Civil Service rules. He/she may be reached at **(XXX) XXX-XXXX**. The rules and other general business reorganization information also are available at the Department of State Civil Service web site at [www.civilservice.louisiana.gov](http://www.civilservice.louisiana.gov).

You will be eligible to be placed on a Department Preferred Reemployment List in accordance with Civil Service Rule 5.6.1. Additional information on this provision of the rules, should the proposed action be effected, will be provided to you.

*Agency: Notice was* *[ ]  hand delivered or [ ]  mailed to the employee on date:*

*Agency Representative (sign & print):*