



The following documents must be submitted to State Civil Service by all agencies each time they are used to effect a personnel action.

- Position Descriptions
- Layoff/Layoff Avoidance Plan (must be submitted and approved by the State Civil Service Director before any layoff action is effected)
- Layoff Report (must be submitted within 15 days after all layoff action effective dates)
- Business Reorganization Plans
- Business Reorganization Final Report (must be submitted within 15 days after all reorg action effective dates)
- Request for Detail to Special Duty form when details involve the following:
  - When detailing a permanent classified employee who does not meet the State Civil Service minimum qualifications and/or testing requirements
  - When detailing a probational classified employee
  - When there is a need to detail an employee in excess of one (1) year
  - When there is a need to detail an employee who received an official evaluation of “Needs Improvement/Unsuccessful”
- Rule 6.5(g) over midpoint
- Rule 6.5(c) Rehire less than 30 day break in service

Agencies also must submit upon request any other documentation supporting their personnel or position transactions.