

(See State Civil Service Rules 17.23 – 17.26)

## GENERAL OVERVIEW

**NOTE: THE DEPARTMENT PREFERRED REEMPLOYMENT LIST SYSTEM IS LOCATED ON THE STATE CIVIL SERVICE WEBSITE AT HR PROFESSIONALS/HR Portal Sign In.**

**Notification of Establishment of a List:** When a Department Preferred Reemployment List (DPRL) is established for your department or agency, State Civil Service (SCS) will send letters to the appointing authority and to the HR director notifying them of the creation and effective date of the DPRL. The letter sent to the HR director will include the **agency search code** to be used to search the DPRL System. Use of this search code is **CRITICAL**.

**Use of a List:** Employees on the DPRL are guaranteed preference in hiring. When filling a vacancy, an agency **MUST** offer the position to the employees on the DPRL for that job title and parish before filling the vacancy. Exceptions to the mandatory use of the DPRL in filling vacancies may be made only when approved by the Civil Service Commission or as provided for in SCS Rules 17.24 and 17.26.

**Standard Offer Requirements:** Employees on the DPRL are listed in order of seniority based on total state service (Adjusted Service Date), and employment offers must be made to employees in that order. If an employee accepts a job offer, he/she must be able to report for work within at least 14 calendar days. If an employee declines a permanent job offer, he/she shall be removed from the list for that job title and any lower level job titles.

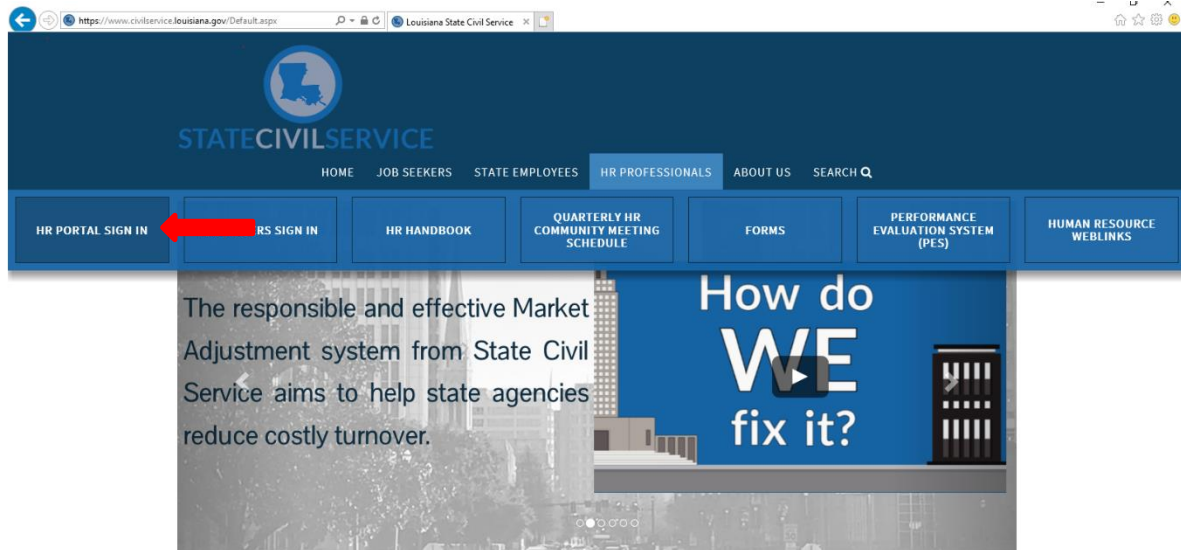
**Duration of a List:** A DPRL remains in effect for two years from the effective date of the layoff.

**Reporting Requirements:** When an employee is appointed from the DPRL or declines an offer, the agency must report this to State Civil Service so the person may be removed from the list in accordance with SCS Rules. Please use the "[DPRL Contact Form](#)" to report these actions.

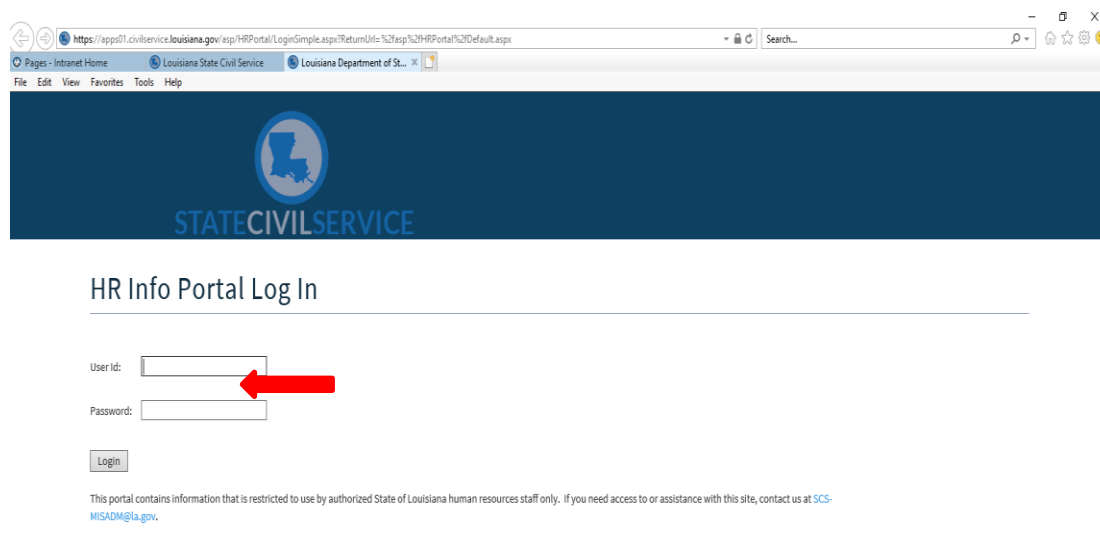
**Documentation Requirements:** The agency must document a DPRL check for **every** vacancy filled during the two-year duration of the DPRL except for those vacancies filled by use of one of the above-mentioned exceptions, per SCS Rules 17.3, 17.24 & 17.26.

## ACCESSING THE DPRL

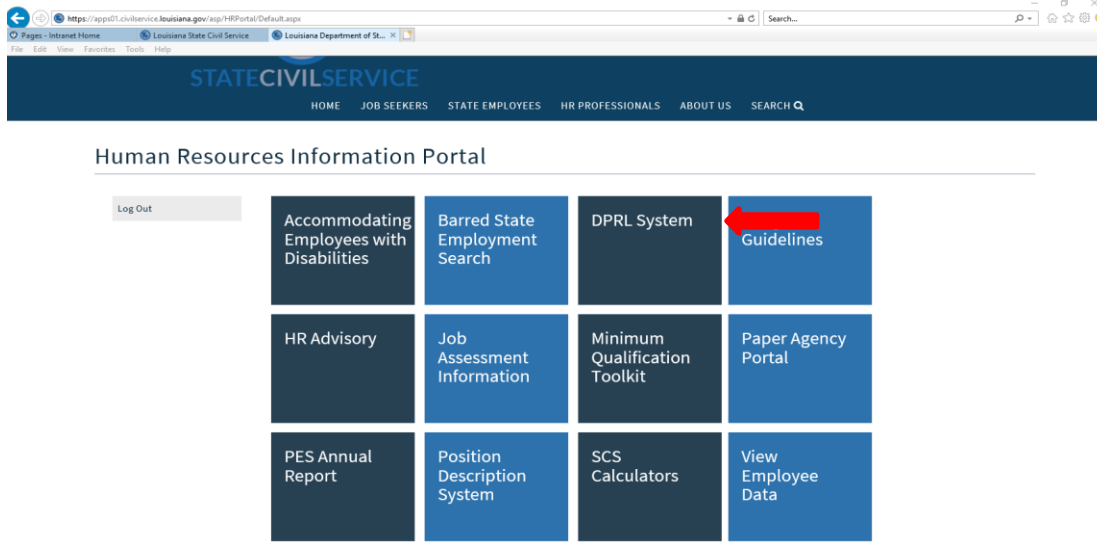
**Viewing Job Lists with DPRLs:** Prior to conducting a **Main DPRL Inquiry** for a particular job code, you may want to view a list of jobs for which active DPRLs exist for your agency. This particular inquiry may be helpful if you anticipate filling many vacancies in a variety of titles. The DPRL is found under HR Professionals, HR Portal Sign In.



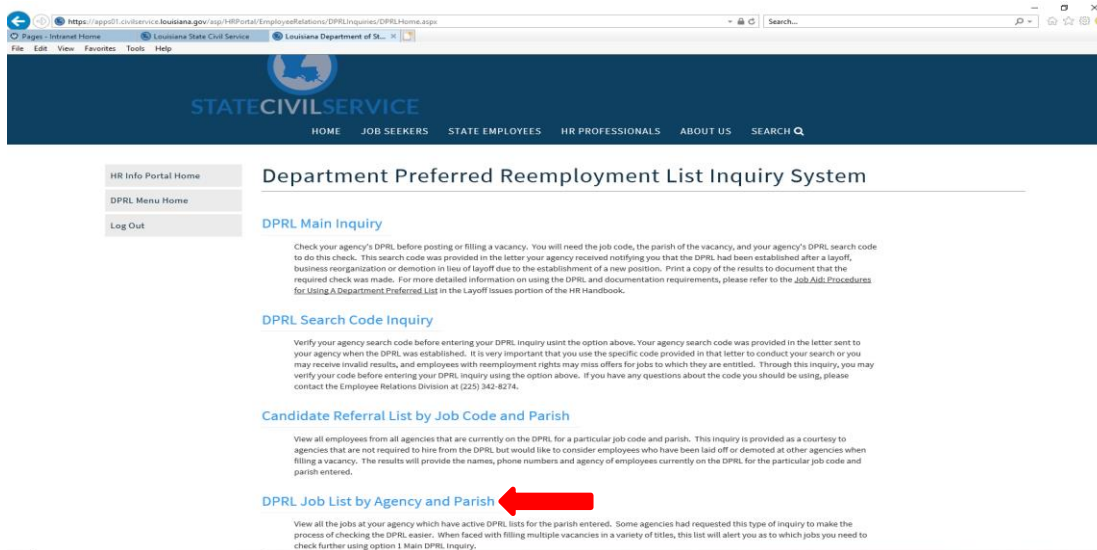
Login with Agency User Id and Password



Once logged in under Systems, click on DPRL System to see the list of jobs.



Choose Department Preferred Job List Inquiry by Agency and Parish on the screen.



Enter your agency search code and the parish of the vacancy. You may select **one** parish or **all** parishes; however, you may **not** select multiple parishes on one inquiry.

The screenshot shows the State Civil Service website interface. At the top, there is a navigation bar with the logo and menu items: HOME, JOB SEEKERS, STATE EMPLOYEES, HR PROFESSIONALS, ABOUT US, and SEARCH. Below the navigation bar, there is a search form titled "Department Preferred Job List by Agency and Parish". The form includes a "Log Out" button, a "Find Jobs" button (highlighted with a red arrow), and several input fields: "Agency Search Code" (empty), "Select Parish" (dropdown menu showing "--All Parishes--"), "Current Date:" (empty), "Agency Search Code:" (empty), "DPRL Department:" (empty), and "Parish:" (empty). There is also a "Print / Save Results" button at the bottom of the form.

If a title appears on this list, you will need to proceed to the instructions below for **Viewing the List** to produce a list of employees to whom you must make offers. If a job title is not listed, there is no active DPRL for your agency for that job in the parish entered. (**NOTE: Be sure that the search criteria—agency search code and parish—are correctly entered or you will have invalid results.**)

The screenshot shows the State Civil Service website interface with search results. The "Find Jobs" button is highlighted with a red arrow. The search criteria are: Agency Search Code: 9999, Select Parish: East Baton Rouge. The results table is as follows:

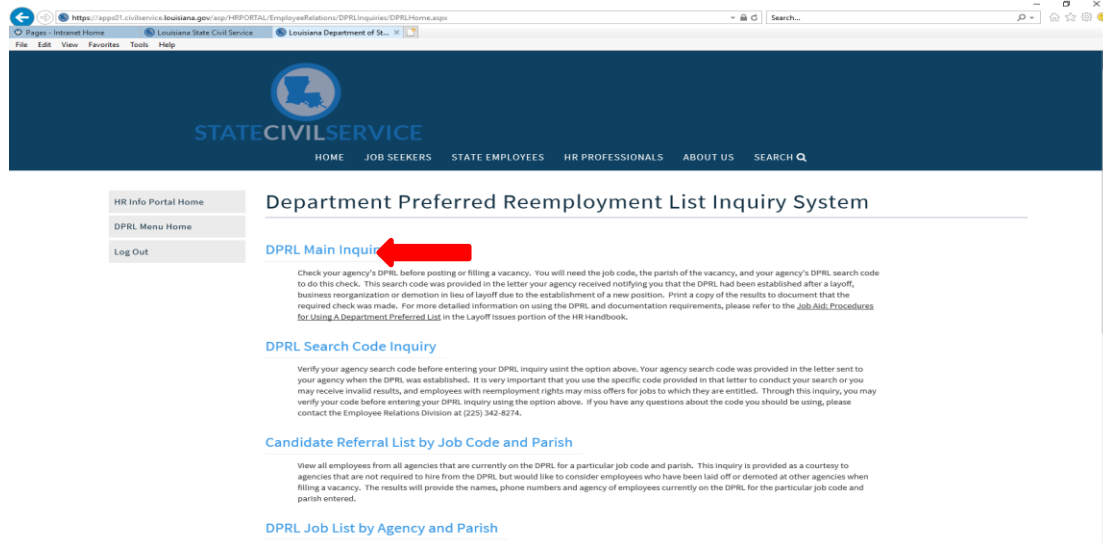
Job Title	Job Code	Agency Search Code
ADMINISTRATIVE PROGRAM MANAGER 3	170700	9999
UPHOLSTERER	100570	9999

There is also a "Print / Save Results" button at the bottom of the results section.

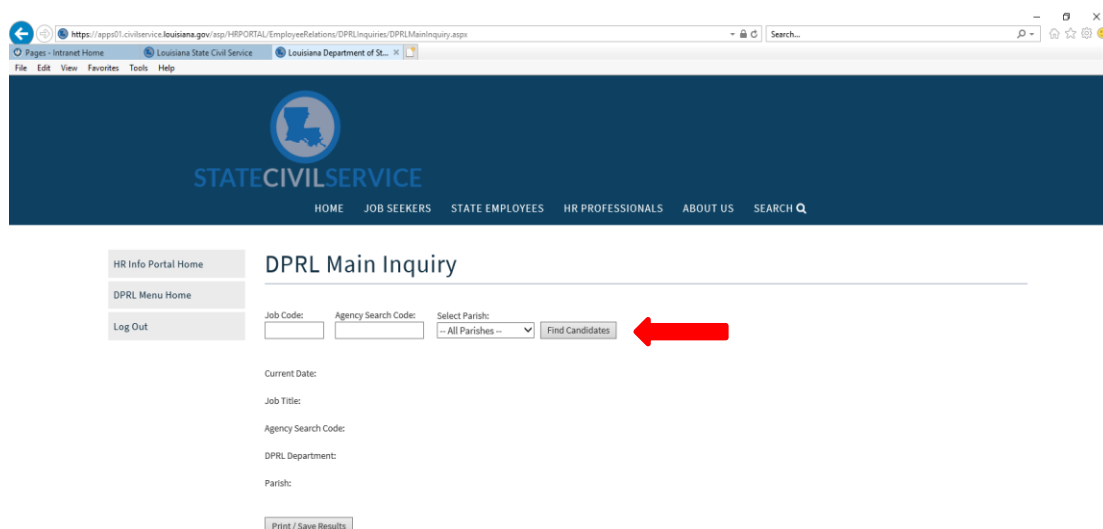
When you ensure that you have entered the correct search criteria and a job does not appear, you **may** print a copy of this screen to document that you checked the list and found no active

DPRL list for that job before proceeding to fill the position. Offers of employment must be made within two weeks of the date on the DPRL System screen print. Use of this particular inquiry is optional and in many cases, you may wish to go directly to the **Main DPRL Inquiry** addressed in the next section.

**Viewing the List:** Click DPRL Menu Home, then select **DPRL Main Inquiry**



At this screen, enter the six-digit job code of the position to be filled, the **agency search code assigned for use when the DPRL was established**, and select the parish in which the vacancy is located from the drop-down list. **USE OF THE CORRECT AGENCY SEARCH CODE, JOB CODE AND PARISH IS CRITICAL.**



If there are employees on the DPRL for the job and parish you entered, their records will be listed in order of their length of total state service. The record display will appear similar to that shown below.

HR Info Portal Home  
DPRL Menu Home  
Log Out

### DPRL Main Inquiry

Job Code: 100570 Agency Search Code: 9999 Select Parish: East Baton Rouge **Find Candidates**

Current Date: 8/24/2018  
Job Title: 100570 - UPHOLSTERER  
Agency Search Code: 9999  
DPRL Department: STATE AGENCY FOR DEMO  
Parish: East Baton Rouge

Name	Address	Phone #	Email	Service	Agency Name
STATEEMPLOYEEDEMO.STAN	2486 DANDY DRIVE CITY, LA 70000	Primary # - (100) 000-0000 Alternate # - (110) 000-0000	stan3456@yahoo.com	16 YR 4 MO 7 DAYS	STATE AGENCY FOR DEMO
STATEEMPLOYEEDEMO.JOE	123 MAIN ST. BATON ROUGE, LA 70000	Primary # - (100) 000-0000 Alternate # - (110) 000-0000	joe1234@yahoo.com	10 YR 2 MO 15 DAYS	STATE AGENCY FOR DEMO
STATEEMPLOYEEDEMO.MIKE	388 SOUTH ST. CITY, LA 70000	Primary # - (100) 000-0000 Alternate # - (110) 000-0000	mike2345@yahoo.com	6 YR 8 MO 10 DAYS	STATE AGENCY FOR DEMO

Print / Save Results

If there are no employees on the DPRL for the agency search code, job code, and parish you entered, you'll see the message, **"No Candidates were found,"** as shown in the sample below. If you get this message, be sure you entered the correct agency and job search codes and the correct parish. Notice that the DPRL department name and agency search code, job title, and parish will be displayed on the screen below the search criteria entry boxes to make this verification easier. If any of these are not correct, re-enter the correct information and click the **Find Candidates** button again.

HR Info Portal Home  
DPRL Menu Home  
Log Out

### DPRL Main Inquiry

Job Code: 100570 Agency Search Code: 9999 Select Parish: Orleans **Find Candidates**

Current Date: 8/24/2018  
Job Title: 100570 - UPHOLSTERER  
Agency Search Code: 9999  
DPRL Department: STATE AGENCY FOR DEMO  
Parish: Orleans

Name	Address	Phone #	Email	Service	Agency Name
No Candidates found.					

Print / Save Results

After verifying your entries were correct, print a copy of this screen to document that you checked the list and found no names before proceeding to fill the position. Remember, you must check the list **EVERY** time you prepare to fill a vacancy for the two-year period following the effective date of the layoff with the exceptions noted above. Because employees may be added or may change their parishes of availability at any time, it is possible to have employees appear on the DPRL for a job and location where previously there were none. Therefore, it may be necessary to check the DPRL more than once when filling a vacancy (See Documentation Requirements below.)

## USING THE DPRL

If there are one or more employees on the DPRL for the job title and parish of your vacancy, print a copy of the DPRL for your records. The vacant position(s) **must** be offered to the employees on the DPRL in the order in which they appear on the list. Agencies may use one of three methods to make offers:

- the agency may make a verbal offer to the employee
- the agency may mail an offer letter to the employee
- the agency may send the offer to the employee via email (with read receipt)

Agencies have discretion in defining a “reasonable response time” based on their own priorities and requirements; e.g. an agency could use the same requirement for response time as required for posting a vacancy, i.e. 5-14 days.

It is strongly recommended that at the time of layoff employees are advised of the following:

- method of contact to be used when making an offer (verbal, letter or email)
- reasonable amount of time for response from the individual
- method in which response will be accepted (verbal, letter or email)
- importance of notifying SCS and agency immediately when any change occurs, especially changes in address, phone number, or email address

If you choose to make offers verbally, either in person or by telephone, or by email, you must document your contacts and the results of your offer(s). You must do this by completing the “[DPRL Contact Form](#).”

When an employee accepts an offer, he/she must be able to report for work within at least 14 days. An employee who is unable to report for work within at least 14 days may be considered unavailable and the vacancy may be offered to the next employee on the list. Be sure to note on the “DPRL Contact Form” that the employee was unable to report to work within at least 14 days.

## DOCUMENTATION REQUIREMENTS

Agencies covered by a DPRL must maintain documentation that the list was checked for every action to fill a vacancy (with the exception of those listed in SCS Rules 17.24 and 17.26) in the two-year period following a layoff.

To demonstrate the DPRL was checked, agencies are required to maintain **one** of the below:

- a copy of the list of jobs having DPRLs for your agency and the parish of your vacancy to document that you checked the list and found no active DPRL list for that job code/title before proceeding to fill the position
- a copy of a DPRL system screen print which states, “**No Candidates were found**”
- a copy of the DPRL results printout showing the name of the appointee and any names above it, with the results of those contacts

**NOTE: The above screen print must be dated no earlier than two weeks prior to OR on the offer/hire date.** This includes those situations where you have previously determined no one is available on the DPRL before you posted the vacancy in LA Careers. When preparing to **fill** a position that is in a career progression group (CPG), check the DPRL to determine which levels in the group have active names. Carefully review the level at which the position you are offering is capped, and if there are no names at that level, the position may be filled at the lower level. Agencies may only **post** jobs at the level for which there are no names on the DPRL. Questions regarding filling positions in a CPG, specifically at what level it may be filled, should be directed to your consultant at SCS.

When an appointment is made from the DPRL, the Accountability Division will determine whether it was taken in compliance with SCS Rules. In addition to documenting appointing authority approval and certification for compliance, the agency must document that the appointee was:

- the first available person on the DPRL (see below)
- hired with permanent status (if appointed into a permanent position)
- paid according to Civil Rules 6.5.1

To show that an appointee was the first available person on the DPRL, documentation must include one of the following:

- documentation of verbal or email contacts
- copies of and responses to written offer letters

## [REPORTING DPRL RESULTS TO STATE CIVIL SERVICE](#)

Each time you make offers to employees on a DPRL, you must report the results to State Civil Service so the DPRL may be updated via the “DPRL Contact Form.” Please report the results of your offers as quickly as possible so updates can be made promptly.

When reporting results, please send a copy of the DPRL you used to make offers. For each person contacted, indicate whether the person:

- declined
- failed to respond to a written offer
- was unable to report within 14 days
- was appointed (include the effective date)



- indicate if the offer or appointment made is permanent or temporary (i.e., job appointment, detail to special duty or classified WAE)

### TEMPORARY APPOINTMENTS FROM THE DPRL

SCS Rule 17.25 addresses temporary appointments from the DPRL, specifically classified WAE and job appointments. The rule, however, does not specifically address details to special duty. 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 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.

Mail, fax, or email your DPRL information to your SCS consultant at the address below. Please include your contact information so we can reach you if we have questions.

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Baton Rouge, LA 70804-9111  
Phone: 225.342.8274  
Fax: 225.219.0151