

**JOB AIDS AND RESOURCES**

Layoff Checklist: Permanent Employees or

Both Permanent and Probational Employees

*Revised 10/18/23*

This Layoff Checklist is designed to be used in conjunction with the Layoff Guidelines. Be sure to refer to the guidelines for assistance in assigning dates to each of the tasks below.

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| ***Agency Name:***  |
| **TASK** | **Target Date** | **Completed Date** |
| Adjusted Service Dates Verified by SCS Calculator ([General Circular 2016-015](http://www.civilservice.louisiana.gov/files/general_circulars/2016/GC2016-015.pdf)) (**Discrepancies found need to be corrected in the agency’s HR system immediately)** |  |  |
| Generate layoff analysis with proposed org units, career fields, positions (job title) salary level, employees and employee adjusted service dates. Identify targeted positions. Identify employees with a Needs Improvement/Unsuccessful (17.15(b)). |  |  |
| **Start Consultation with SCS HR Program Support Consultant\*****(on-going throughout the layoff planning & process)** |  |  |
| Personnel Action Fiscal Impact Statement Submitted to OPB **(recommended to submit 5 working days prior to posting the “General Notice of Impending Layoff”)** |  |  |
| **Post** the "General Notice of Impending Layoff" |  |  |
| Draft Layoff Plan |  |  |
| Delivered Proposed Layoff Plan to SCS |  |  |
| Date Individual Notification of Pending Layoffs **Mailed/Hand delivered** |  |  |
| 5-Day waiting period (minimum) **BEFORE** approval of layoff plan\*\***(Earliest SCS approval of plan is at least 5 calendar days following delivery of the last individual notice)** |  |  |
| SCS Approval of Plan (Hiring Freeze in effect) |  |  |
| Date Approved Layoff Plan Made Available to Employees |  |  |
| Date Final Layoff Notices, Relocation Offers & DPRL Forms **Mailed/Hand delivered** |  |  |
| 5-Day waiting period (minimum) **BEFORE** layoff effective date\*\***(5 calendar days must pass after the notice/offer to last affected employee before the layoff can become effective. The layoff becomes effective on the 6th day).** |  |  |
| **EFFECTIVE DATE OF LAYOFF** |   |  |
| Date Submitted Post Layoff Report |  |  |
| Date DPRL List Established |  |  |

\*When planning a reduction in force, it is **strongly encouraged** that the agency makes immediate contact with the appropriate HR Program Support Consultant to obtain assistance on reviewing the layoff reports discussing varied/unique scenarios that may contribute to the Appointing Authority’s decision-making, provide consultation on the layoff and relocation process, and help determine timelines based on the agency’s requirements.

\*\*NOTE: Mailing of notices significantly increases the number of days required to complete certain tasks. If the notification is by mail, allow seven days for mail delivery and an additional 5-day period for employee comments. By rule, a minimum of five calendar days is required.