



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

Date of letter

Director of State Civil Service
 Department of State Civil Service
 P.O. Box 94111
 Baton Rouge, LA 70804 –94111

Dear Director Decoteau:

In accordance with the provisions of Rule 17.14, we are submitting the following written plan for a proposed layoff for the **Department of _____**. We have provided the required information below in the order listed in Rule 17.14.

1. The affected organization unit (per Rule 1.21.1) is the _____.
2. The layoff is being proposed because of **lack of work/lack of funds (describe specifics of the situation)**.
3. We have taken the following budgetary reduction measures to help avoid the layoff: _____
(example: a hiring freeze, furlough) _____.
4. The proposed effective date is _____ at the close of business.
5. The commuting area (per Rule 1.9.01) to be used for this layoff is _____.
6. The pay of employees who relocate to lower jobs **will/will not** be cut. If pay will be cut, by what %? _____ . Will the pay of any employees be red-circled?
7. a.) The positions to be abolished are domiciled in the parish(es) of _____.
 b.) The job titles, number of positions in each job title, position number and the career fields for the positions being abolished:

Job Title	# of Position(s)	Position Number(s)	Career Field

8. Repealed effective July 1, 2014.
9. The Parish, Career Field, Name, Job Title, Position Number and Adjusted Service Date for employees expected to be laid off.

Parish	Career Field	Name	Job Title	Position Number	Adjusted Svc Date

10. The Parish, Career Field, Name, Adjusted Service Date, Proposed Job Title and Proposed Position Number to be offered for employees who will be moved to vacancies created as the result of the layoff.

Parish	Career Field	Name	Adjusted Svc Date	Proposed Job Title	Proposed Position Number

11. We **have/have not** exempted any employees from layoff Civil Service Rule 17.15(e). (Reasons for any exemptions must be provided).

12. We **are/are not** requesting any exceptions under Civil Service Rule 17.3. (Reasons must be provided for any requested exceptions. Include exceptions that may be needed during recall of employees on Department Preferred Reemployment List).

13. Name, Job Title, Authorizing Rule #, Appointment Begin and End Date, and Pay of all unclassified and classified temporary, non-permanent appointees in the affected organizational unit, and how these positions will be affected by the layoff.

Name	Job Title	Rule #	Appt. Begin Date	Appt. End Date	Annual or Hourly Salary

14. We **do/do not** have contracts currently in effect or anticipated that may be causative or related to the layoff. Explain.

We would appreciate your review and approval of our plan so that we may proceed with this layoff.

Sincerely,

Signature of Appointing Authority