



JOB AIDS AND RESOURCES Pay Upon Hiring from the DPRL

Civil Service Rule 6.5.1 includes provisions for hiring from the Department Preferred Reemployment List (DPRL). Employees are placed on DPRL in the following situations:

- In a business reorganization – reallocation to a lower level position
- In a layoff – laid off and employment is terminated
- In a layoff – relocated to a lower level position

When an employee is hired from the DPRL, the agency has to determine 1) what action placed the employee on DPRL, and 2) at what rate of pay is the employee eligible to be hired from the DPRL. Civil Service Rule 6.15(a) provides for an employee to not receive a reduction in pay when reallocated to a lower level position. **Civil Service Rule 6.8.2 provides for an employee to have a reduction in pay when relocated to a lower level in a layoff.** Therefore, it is of utmost importance for agencies to understand what action caused an employee to be placed on the DPRL.

Pay Upon Hiring from the DPRL after Business Reorganization

Employees who are reallocated to lower level positions in a business reorganization have no reduction in pay in accordance with Civil Service Rule 6.15(a). Therefore, hiring from the DPRL means that the employee is returning to the same job title and same pay level to which he was assigned prior to the change in the business reorganization. The pay remains the same as is at the time of the “hire” from the DPRL.

NOTE: LaGov HCM agencies must report this action in the HRIS to show “hire” from the DPRL. The appropriate action reason for this situation would be “NComp Reemp Dept Pref Reemp” which means Non-Competitive Reemployment, Department Preferred Reemployment. The pay reason would be “Hire from DPRL/RC Rate” which means, Hired from the DPRL, Red Circle Rate. This is the authorization provided in 6.15(a).

Pay Upon Hiring from the DPRL after Layoff Action

When agencies hire from the DPRL after a layoff action, appointing authorities have discretion in setting pay at an amount **up to** the rate at which the employee was paid prior to the layoff action. This means that an employee may be hired at a rate starting at minimum of the range up to the amount he earned prior to the layoff. Agencies often determine what their budgets can afford when hiring after a layoff. Therefore, it is the appointing authority’s discretion in setting salary for employees in this situation. Civil Service Rule 6.8.2 only requires that salary not exceed that which was paid prior to layoff nor shall salary ever exceed the maximum of the range unless red circled.

Employees affected by a layoff are placed on the DPRL for eligible jobs in the same career field of the job from which he was laid off. Unlike business reorganization where there are no multiple jobs involved, the employee may be hired into a variety of job titles and/or pay levels after layoff other than that which he held prior to the layoff. Additionally, the employee may be hired back into temporary as well as permanent positions. When the following situations occur, pay should be handled as follows:

- If an employee is offered a job on a temporary appointment, the pay upon hiring from the DPRL can be set at minimum of the range up to the salary held prior to layoff. Since the appointment is temporary, the employee remains on the DPRL until an offer is made for a permanent appointment.
- If an employee is offered a permanent appointment from the DPRL or offered a permanent appointment subsequent to a temporary appointment, the pay may be set at minimum of the range up to the salary held prior to layoff. Once the employee accepts the permanent appointment, even at lower pay than he held prior to layoff, the employee is removed from the DPRL.

Employees on a DPRL have preferential hiring in temporary and permanent positions but there is no required by rule to keep the salary at the amount held prior to layoff; in business reorganization, however, salary is not reduced when moving to the lower allocation and salary is not changed when returning to the job title and pay level held prior to the business reorganization.