



PROCEDURES

Post Layoff Guidelines

Revised 2/2025

Upon approval of a layoff by the SCS Director or Commission, Civil Service [Rule 17.20](#) requests a freeze on filling positions with job titles that may be affected by the layoff. The purpose of the freeze is to allow time for the Department Preferred Reemployment List (DPRL) to be established. Thereby, if positions in job titles affected by the layoff become vacant, agencies are required by rule to fill them with employees who are on the DPRL. In order to build the DPRL, agencies are also required by rule to submit post-layoff information to SCS within 15 calendar days from the date of layoff. The quicker the information is submitted to SCS the quicker the DPRL is established. Once the post-layoff reports are submitted by the agency, the DPRL can be established, most times, in a fairly short amount of time.

Reporting Requirement After Layoff

[Rule 17.22](#) states that within 15 calendar days from the date of layoff, the agency must report to the Director all personnel actions taken relative to the layoff. This report must contain the information for each affected employee as required in the HR Handbook. Agencies must submit the [Final Report of Actions \(Template #10\)](#) and [Post Layoff Summary Report \(Template #11\)](#).

Department Preferred Reemployment List

[Rule 17.23](#) states that only permanent employees who are relocated to a lower job or who are actually laid off may go on this list. The list assures preferred rehiring, with permanent status for the department in which the layoff occurred. The employees go on the list for the job title they held at the time of the layoff action and equivalent and lower-level jobs for which the employee qualifies in his career field. His/her name will go on the list for the parish of his domicile at the time of the layoff action and he can select up to 63 other parishes for availability. Employees are ranked on the list in order of state service.

Employees Not Eligible For List

[Rule 17.23\(c\)](#) states that the following are not eligible for this list:

1. those who moved to a lateral position;
2. employees who declined a movement offer within their organizational unit, commuting area, and career field;
3. those whose overall performance evaluation rating at the time of layoff was "Needs Improvement or Unsuccessful" (*SCS Rule 18.17 - overall evaluation rating as of 7/1/2024*);
4. non-permanent employees;
5. and/or those who have retired from state service.

Removal From List

[Rule 17.23\(e\)](#) outlines that an employee's name will be removed from the list when:

1. He is offered reemployment to a permanent position from this list. If this happens, his name will be removed from that job as well as all others to equivalent or lower jobs but shall remain on the list for higher jobs.
2. He declines or fails to respond to an offer. He is then removed from that job, equivalent and lower jobs.
3. He attains permanent status in any position in any department. His name is then removed for equivalent and lower jobs.
4. He is dismissed or resigns to avoid dismissal (except those who are reinstated) after the layoff action.
5. He is removed by the Director when he determines that the person is not qualified, is not available, or, upon investigation, is not found suitable for appointment.
6. His name has been on the list for two (2) years from the effective date of the layoff.

What list is an employee eligible for if his job undergoes a change after a layoff?

[Rule 17.23\(f\)](#) states that if an employee's job has undergone a change in the minimum qualification requirements or title or pay range since the layoff, at the request of the employee, his name may be placed on the list for the newly revised job title and equivalent and lower jobs in his career field. He will not be required to meet the new qualifications if sufficient evidence is presented to the Director to show, as determined by the Director, that he is returning to a job having essentially the same duties he was performing when affected by the layoff. The exception to this is if the lacking qualification is one required by law or under a recognized accreditation program.

Filling Vacancies After Layoff

[Rule 17.24](#) When a layoff results in the establishment of a Department Preferred Reemployment List, that list must be used to fill any subsequent vacancies for affected jobs. (The limited exceptions to this requirement are described below.) Vacancies must be offered to the individuals on the list in rank order by length of state service unless exceptions are approved in accordance with Rule 17.3. The agency must maintain documentation that the Department Preferred Reemployment List was checked for each affected vacancy filled during the time that a Department Preferred Reemployment List was in effect. Further information is available in [Procedures: Using a Department Preferred List](#).

Exceptions To Hiring From the Department Preferred Reemployment List

[Rule 17.24](#) states that subject to exceptions made under Rule 17.3, the employee who is first on this list must be hired first, unless a position is filled by:

1. Reinstatement
2. Internal demotion, or
3. Restoration of an employee returning from military service under Rule 23.15

Employees Offered Temporary Appointments From the List Remain On List

[Rule 17.25](#) states that available classified WAE or job appointments shall be offered to the first person on the list. If the person accepts or declines, his name shall remain on the list for permanent appointments. 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 an employee 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.

Movement Of Employees After Layoff

[Rule 17.26](#) states that for rational business reasons, after a layoff an appointing authority may move an employee from one position to another position for which he qualifies in the same pay grade, as long as such movement does not circumvent the department preferred reemployment list.