

**JOB AIDS AND RESOURCES**

Final Notification for Permanent Employees Whose Positions

are Being Abolished or Vacated Who Will Have

Relocation Offer – Template #7

*Revised 10/17*

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

To: **Employee’s Name**

From: **Appointing Authority**

Subject: **Notification of Relocation Offer, Right to Comment, and Other Pertinent Information**

Date: **Date of Memo**

As you are aware, the position you currently occupy is being abolished or must be vacated due to **lack of funding/lack of work**. We have determined that you are eligible for a relocation offer, and your official relocation offer is attached. You must accept or reject the offer on the attached form, sign it in the appropriate space, and return the form in accordance with stated instructions. Should you choose to decline this offer, you will be laid off effective close of business on **date of Layoff.** If you fail to return this form as instructed, you will be considered to have declined the offer, and this will result in your layoff.

This offer **is/is not** within your organizational unit, career field, and commuting area. **Please be advised that if you are offered and decline a position in your organizational unit, career field, and commuting area, you will not be eligible for the Department Preferred Reemployment List.**

Permanent employees who are negatively impacted by the application of these rules may have the right to file an appeal to the Civil Service Commission in accordance with Chapter 13. In accordance with Chapter 13 Civil Service Rules any appeal must be filed within 30 calendar days of receipt of this written notice.

Civil Service Rule 17.23 governing the Department Preferred Reemployment List, for which you may be eligible, is attached for your information. Also attached is the Department Preferred Reemployment List Form and a blank Civil Service application. Please complete the form and application and return both to **designate an appropriate person (usually in HR or the appointing authority’s office)** no later than **establish a deadline date (could be layoff effective date)**. Completion of these procedures will help ensure preservation of your preferred reemployment rights. **Please note: If you do not return the DPRL form and an updated application, you will be placed on the DPRL for only the job title from which you were laid off, even if that position is in a Career Progression Group. If you submit the requested information, you will be put on the DPRL for ALL jobs in the career field at your present level and below for which you qualify.**

Should you decide to accept layoff rather than the position offered, you will be paid for any annual leave you may have accrued up to 300 hours. In accordance with SCS Rule 11.18, your annual leave above 300 hours, as well as your accumulated sick leave balance, will be restored to you in the event you return to work in the state classified service in permanent or probational status within five years following the layoff.

If you are laid off, you may request a refund of your contributions to the State Employees' Retirement System by completing the necessary refund form that can be obtained from your Human Resources Office. Please keep in mind that if you withdraw your retirement contributions and are later reemployed in state government, you will either lose that service for retirement purposes or you will have to "buy back" that time with interest. Other provisions of retirement eligibility, service credit and benefits have changed since July 1, 2006, so consultation with your Human Resources Office or appropriate retirement system is encouraged.

If you are laid off, items currently deducted from your check through payroll deductions, such as insurance, savings bonds, credit union, etc., will be affected by this action. Therefore, you will need to contact your Human Resources Office to obtain the necessary information and documents to maintain or discontinue these benefits. If you are laid off and wish to apply for Unemployment Insurance benefits, you will need to check with your Human Resources Office.

All layoff actions will be taken in accordance with Chapter 17 of the Civil Service Rules. These rules, along with other layoff information are available at **agency location (often the Human Resources Office). Name of agency person** is available to answer any questions you may have regarding the layoff rules. **He/she** may be reached at **phone number**. The Civil Service Rules are also available at the Department of State Civil Service website, [www.civilservice.la.gov](http://www.civilservice.la.gov).

I regret that these layoff actions are necessary and that you will be affected by them. Our department is available to assist you in any way that we can. If you have any questions regarding any of this information, please consult with your Human Resources Office.

Attachments:

* Approved Layoff Plan
* Relocation Offer Form
* Civil Service Application (if applicable, current application can be used)
* Chapter 13 of the Civil Service Rules
* Department Preferred Reemployment List Form
* Copy of Civil Service Rule 17.23, Department Preferred Reemployment List

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*For agency files: This notice was \_\_hand delivered OR \_\_mailed to the employee on:*

***Date:***

*Signature of agency person handling this action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*