



Louisiana  
**SCS**  
State Civil Service

BYRON P. DECOTEAU, JR., DIRECTOR

Post Office Box 94111  
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

[www.civilservice.la.gov](http://www.civilservice.la.gov)

 @LA\_SCS

## ***HR Handbook Update No. 2017 – 0005***

**Issue Date:** March 17, 2017

**To:** Head of State Agencies and Personnel Officers

**Subject:** Update to Chapter 17

**REASON FOR UPDATE:** To provide information to agencies on how employees with “Needs Improvement/Unsuccessful” on their most recent performance evaluation (PES) are to be impacted in a layoff.

**EFFECTIVE DATE:** March 17, 2017

This update is to clarify the layoff rules so that the requirements of SCS Rule 17.15(b) are clear. In the event of a layoff, this rule requires that any employee who has received a “Needs Improvement/Unsuccessful” on their most recent PES evaluation **shall** be laid off, if the employee is within the defined organizational unit, affected career field, and commuting area as outlined in the layoff plan. An agency **may** expand the layoff plan uniformly to include those employees who received a Needs Improvement/Unsuccessful evaluation that are within the defined organizational unit only. Employees affected by this rule are to be laid off in addition to those targeted for abolishment in the layoff plan.

### **Job Aids:**

**Layoff – Overview:** Any employee who received a Needs Improvement/Unsuccessful evaluation shall be included in the layoff, if the employee is within the defined organizational unit, affected career field, and commuting area as outlined in the layoff plan. An agency may expand the layoff plan uniformly to include those employees who received a Needs Improvement/Unsuccessful evaluation that are within the defined organizational unit only. The official PES evaluation cannot be rendered fewer than 60 days prior to the effective date of the layoff. Positions that are affected under this rule are not required to be abolished.

### **Procedures:**

**Layoff Guidelines** – Adds information pertaining to the review and determination of employee PES evaluations during the layoff preparation process and provides additional clarification of the application of Rule 17.15(b).

**Rule by Rule Summary:**

SCS Rule 17.15 – Clarifies the information for 17.15(b) to state that this rule ***shall*** apply to any employee within the defined organizational unit, affected career field, and commuting area. This rule ***may*** apply to those employees within the defined organizational unit only.

If you have any questions regarding these updates, please contact your Employee Relations Consultant at (225) 342-8274.

Sincerely,

s/Byron P. Decoteau, Jr.  
Director  
State Civil Service