

Helpful Handouts

State Civil Service Layoff Process: Important Definitions

1. **Layoff:** An appointing power is in a layoff mode when there are no vacant positions that surplus employees will voluntarily transfer or demote to, and all other voluntary methods of reducing staff have been exhausted, and it is still necessary to reduce staffing levels.
2. **Demotional Pattern:** A demotional pattern is the tree of lower classes an employee can demote to. A demotional pattern may be primary or secondary.
3. **Primary Demotional Pattern:** A primary demotional pattern refers to any employee's actual class. It is a tree of lower-level classes in the same series as the employee's class. For example, a Staff Services Manager I demotes to an associate-level analyst class, then to a Staff Services Analyst.
4. **Secondary Demotional Pattern:** A secondary demotional pattern refers to a closely associated class. A secondary demotional pattern is a tree of lower-level classes that are similar to the employee's class. A second class must meet these criteria:
 - Similar knowledge and abilities (no more than 6 months retraining)
 - Doesn't require a certification or license (unless required by the layoff class)
 - Won't disrupt a department by eliminating all employees in a key program.
 - Feeds into the original class or shares an entry class with it.
5. **Department-Specific Class:** A department-specific class is one that exists in one department. An employee facing layoff from a department-specific class can't reasonably get a job in that class. The employee then uses an appropriate SROA class instead.

6. **SROA:** SROA stands for State Restriction of Appointments. SROA gives employees facing layoff hiring preference.

7. **SROA Class:** For most employees, the SROA class is the employee's current class. The SROA class is the last class in which the employee held a permanent or probationary appointment. For employees in department-specific classes (for example: Nurse Evaluator III, Health Services), the layoff department establishes an appropriate SROA class.

8. **SROA List:** These lists show all surplus employees for a certain class in a certain location. An employee remains on an SROA list for a maximum of 120 days. Hiring departments get certified SROA lists from SPB. Hiring departments send contact letters to people on SROA lists. Being put on an SROA list is a voluntary process.

9. **Surplus / SROA Certification Letter:** The surplus/SROA process begins when an employee gets a certification letter. A copy of a completed Scantron form comes attached to the letter. An employee needs to keep the letter and provide a copy of it to perspective employers. An employee needs to sign and date the Scantron form and return the copy. An employee can use the Scantron form to:
 - Show interest in a position that needs a second language.
 - Ask for surplus/SROA status in more locations.
 - Choose not to use the surplus/SROA process.
 - If an employee opts out, he/she will not have hiring preference.

10. **Reemployment List:** These lists show employees who have been laid off or demoted in lieu of layoff. A department must hire employees from a reemployment list in preference to any other list. Reemployment lists are effective for five (5) years from the date of layoff.

11. **Bumping Rights:** A layoff is limited to the department that is reducing staff, and the bumping rights of employees are limited to that department. In other words, an employee who is laid off by Department A cannot bump a less senior employee in Department B, even if the employee once worked there.