

**BOBBY JINDAL**  
GOVERNOR



**SCOTT A. ANGELLE**  
SECRETARY

**State of Louisiana**  
**DEPARTMENT OF NATURAL RESOURCES**  
**OFFICE OF THE SECRETARY**

**General Notice of Impending Layoff**

To: Employees of the Department of Natural Resources, Office of the Secretary  
From: Robert D. Harper, Undersecretary   
Subject: Notice of Impending Layoff  
Date: February 22, 2012

In accordance with the requirements of Civil Service Rule 17.12(a), notice is hereby given of an impending layoff to be effective April 2, 2012 in the Department of Natural Resources, Office of the Secretary. The position occupied by the employee affected by this proposal is domiciled in the parish of East Baton Rouge. This layoff is being proposed due to budget reductions.

Once the layoff plan has been approved by the Director of Civil Service, it will be made generally available to you.

Any questions concerning this matter should be directed to Mary Ginn, Human Resources Director at 225-342-2134.

**Responsibilities of Employees Affected in a Layoff (Civil Service Rule 17.19)**

The responsibilities of employees affected in a layoff are listed below. This rule applies to active employees and includes employees who are on leave for any reason, on detail to special duty and on temporary interdepartmental assignment.

- (a) The employee shall read or otherwise make himself aware of agency-distributed information concerning the layoff.
- (b) The employee shall supply all information required by the agency to determine adjusted state service date in the format and by the deadline set by the agency. Failure to do so will result in the employee's adjusted service date being set at the date of their most recent hire.
- (c) If the employee is absent from work, he shall provide to the personnel specified by his agency, correct and current information as required by the agency on how he may be reached at all times.
- (d) The employee shall respond to a relocation offer in a manner determined by the agency. Failure to do so shall be considered a declination of the offer.
- (e) For purposes of meeting the job qualifications of the relocation offer, an employee must have a grade from Civil Service only in the instance of an employee moving from a sub-professional level job to a professional level job. The employee must have the grade before the effective date of the layoff to be eligible for that position. The grade need not be active; it may be expired; however, it must be a grade for the test currently in use and must be verifiable.
- (f) Once an employee accepts or declines a relocation offer, the decision is final.