

## 1.1.C.17 Staff Layoff Plan

### I Policy Index:



**Date Signed:** 09/04/2018  
**Distribution:** Public  
**Replaces Policy:** None  
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**Affected Units:** All Units  
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**Office of Primary Responsibility:** DOC Administration

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### II Policy:

The Department of Corrections (DOC) may recommend the layoff of a staff member(s) or reduction in the regular working hours of a staff member(s) for non-disciplinary reasons or to reduce the total workforce of the department.

### III Definitions:

None

### IV Procedures:

#### 1. Layoff Plan:

- A. The Secretary of Corrections may lay off a staff member or reduce the regular working hours of a full-time staff member in the civil service if necessary (See ARSD 55:01:09:01).
- B. Reasons justifying the layoff may include the following:
  1. Inefficient or non-productive position;
  2. Shortage of funds or work;
  3. Abolishment of a position; and
  4. Material change in duties or organization
- C. The Secretary of Corrections shall designate positions, units or geographic locations within the DOC where reductions in work force or a reduction in work hours shall occur.
- D. The Secretary of Corrections shall devise a plan designating each staff member being laid off, or each staff member whose hours are being reduced, and the justification for the layoff or reduction in hours.
- E. If more than one staff member exists in any position, unit or geographic location designated for layoff or reduction in work hours, the criteria used to identify the staff member(s) who will be laid off or have their work hours reduced will include the following:

1. Past and present work performance.
  2. Longevity with state government.
  3. Employment status.
  4. Special knowledge, skill and abilities of the staff member and displayed potential of the staff member, including but not limited to skills, education and experience.
- F. The plan to lay off a staff member or reduce a staff member's work hours will be forwarded to the Commissioner of the Bureau of Human Resources and must be approved before the staff member is laid off or has his/her work hours reduced.
- G. The Secretary of Corrections or his/her designee shall notify the staff member at least 14 calendar days before the effective date of the layoff or reduction in work hours. The written notice will include the following:
1. Reason for the layoff or reduction in work hours;
  2. The staff member's right to request placement on the reemployment register; and
  3. The staff member's right to grieve the layoff or reduction in hours (See DOC policy 1.1.C.4 [Staff Grievances](#)).

## V Related Directives:

SDCL § [3-6D-14](#)  
ARSD [55:10:09:01](#)

DOC policy 1.1.C.4 [Staff Grievances](#)

## VI Revision Log:

**August 2015:** New Policy.

**August 2016:** Minor language revisions.

**August 2017:** Reviewed with no revisions.

**August 2018:** Reviewed with no revisions.

*Denny Kaemingk (original signature on file)*

Denny Kaemingk, Secretary of Corrections

09/04/2018

Date