

1.1.C.17 Staff Layoff Plan

I Index:



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II Procedures:

1. Layoff Plan:

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

4. Special knowledge, skill and abilities of the employee and displayed potential of the employee, including but not limited to skills, education and experience.
- F. The plan to layoff an employee or reduce an employee's work hours will be forwarded to the Commissioner of the Bureau of Human Resources and must be approved before an employee is laid off or has his/her work hours reduced.
- G. The Secretary of Corrections or his/her designee shall notify the employee 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 employee's right to request placement on the reemployment register; and
 3. The employee's right to grieve the layoff or reduction in hours (See DOC policy 1.1.C.4 [Staff Grievances](#)).

III Related Directives:

SDCL § [3-6D-14](#)

ARSD [55:01:09:01](#)

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

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

08/20/2015

Date