



(See State Civil Service Rules 17.23 – 17.26)

GENERAL OVERVIEW

NOTE: THE DEPARTMENT PREFERRED REEMPLOYMENT LIST SYSTEM IS LOCATED ON THE STATE CIVIL SERVICE WEBSITE AT HR PROFESSIONALS/HRINFO.

Notification of Establishment of a List: When a Department Preferred Reemployment List (DPRL) is established for your department or agency, State Civil Service (SCS) will send letters to the appointing authority and to the HR director notifying them of the creation and effective date of the DPRL. The letter sent to the HR director will include the **agency search code** to be used to search the DPRL System. Use of this search code is **CRITICAL**.

Use of a List: Employees on the DPRL are guaranteed preference in hiring. When filling a vacancy, an agency **MUST** offer the position to the employees on the DPRL for that job title and parish before filling the vacancy. Exceptions to the mandatory use of the DPRL in filling vacancies may be made only when approved by the Civil Service Commission or as provided for in SCS Rules 17.24 and 17.26.

Standard Offer Requirements: Employees on the DPRL are listed in order of seniority based on total state service, and employment offers must be made to employees **in that order**. If an employee accepts a job offer, he/she must be able to report for work within at least 14 calendar days. If an employee declines a permanent job offer, he/she shall be removed from the list for that job title and any lower level job titles.

Duration of a List: A DPRL remains in effect for two years from the effective date of the layoff.

Reporting Requirements: When an employee is appointed from the DPRL or declines an offer, the agency must report this to the Employee Relations Division of State Civil Service so the person may be removed from the list in accordance with SCS Rules. Please use the "DPRL Contact Form" to report these actions.

Documentation Requirements: The agency must document a DPRL check for every vacancy filled during the two-year duration of the DPRL except for those vacancies filled by use of one of the above-mentioned exceptions.

ACCESSING THE DPRL

Viewing Job Lists with DPRLs: Prior to conducting a **Main DPRL Inquiry** for a particular job code, you may want to view a list of jobs for which active DPRLs exist for your agency. This particular inquiry may be helpful if you anticipate filling many vacancies in a variety of titles. To see the list of jobs, go to the DPRL System and choose **Department Preferred Job List Inquiry by Agency and Parish** on the **DPRL Inquiry Menu** drop-down list, enter your agency search code and the parish of the vacancy. You may select one parish or all parishes; however, you may not select multiple parishes on one inquiry.

DPRL Inquiry - Windows Internet Explorer provided by Department of Civil Service

http://www.civilservice.la.gov/HRDirectors/asp/DPRLAgencyInquiry/DPRLInquiry.aspx

LOUISIANA DEPARTMENT OF STATE
CIVIL SERVICE
Partnering for a Better Louisiana

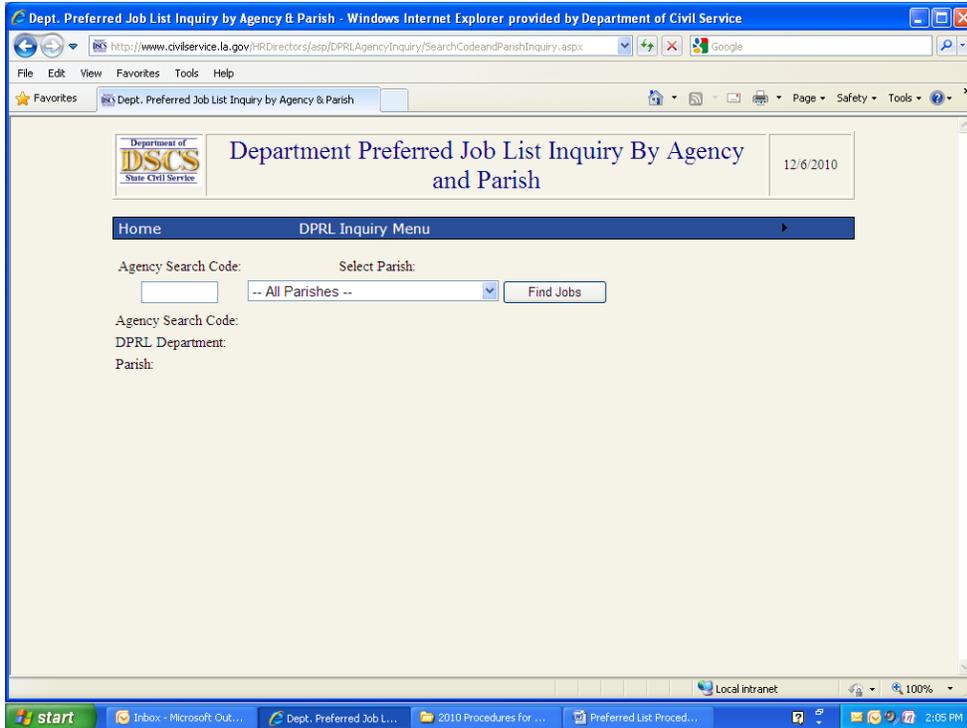
Home DPRL Inquiry Menu

Welcome to the Department of Civil Service. In the drop down menu above, you will have the following options:

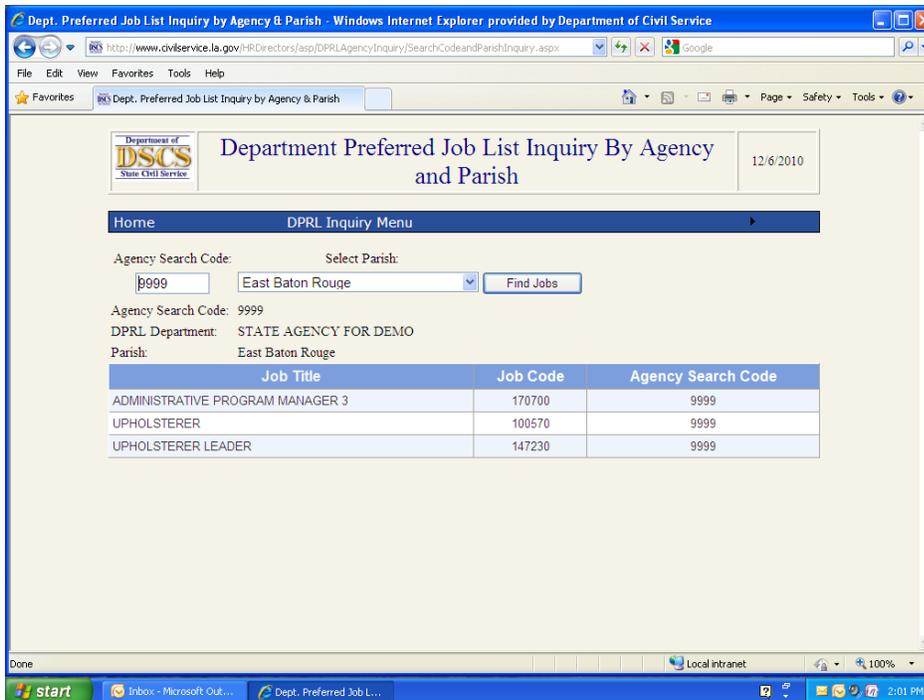
- **Main DPRL Inquiry** - This option is used to check your agency's DPRL before posting or filling a vacancy. You will need the job code, the parish of the vacancy, and your agency's DPRL search code to do this check. This search code was provided in the letter your agency received notifying you that the DPRL had been established after a layoff, business reorganization or demotion in lieu of layoff due to the establishment of a new position. Print a copy of the results to document that the required check was made. For more detailed information on using the DPRL and documentation requirements, please refer to the [Job Aid: Procedures for Using A Department Preferred List](#) in the Layoff Issues portion of the HR Handbook.
- **DPRL Search Code Inquiry** - Your agency search code was provided in the letter sent to your agency when the DPRL was established. It is very important that you use the specific code provided in that letter to conduct your search or you may receive invalid results, and employees with reemployment rights may miss offers for jobs to which they are entitled. Through this inquiry, you may verify your code before entering your DPRL inquiry using the option above. If you have any questions about the code you should be using, please contact the Staffing Division at (225) 219-9390.
- **Candidate Referral List by Job Code and Parish** - This inquiry is used if you would like to see all employees from all agencies that are currently on the DPRL for a particular job code and parish. This inquiry is provided as a courtesy to agencies that are not required to hire from the DPRL but would like to consider employees who have been laid off or demoted at other agencies when filling a vacancy. The results will provide the names, phone numbers and agency of employees currently on the DPRL for the particular job code and parish entered.
- **Department Preferred Job List Inquiry by Agency and Parish** - This inquiry will produce a list of all the jobs at your agency which have active DPRL lists for the parish entered. Some agencies had requested this type of inquiry to make the process

Local intranet 100%

start Sent Items - ... Updated Age ... Emailing: Pref ... (6 unread) Ya ... DPRL Inquiry ... Preferred List ... 10:58 AM

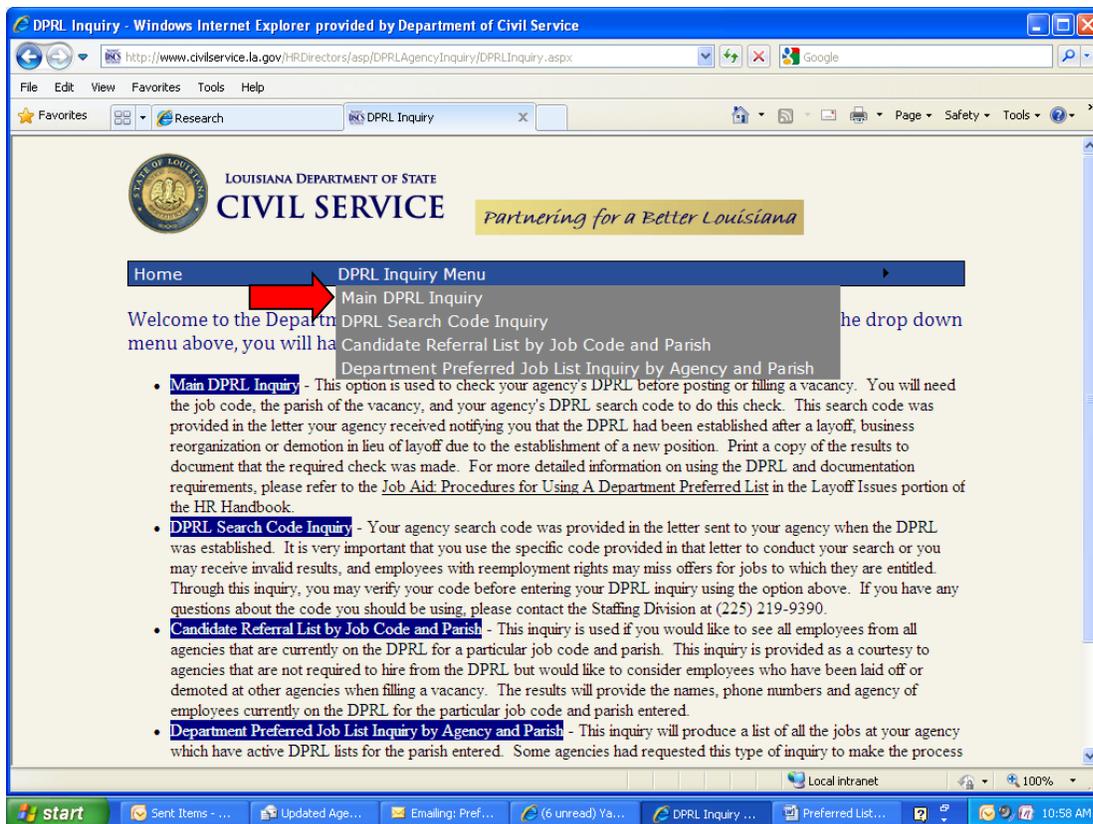


If a title appears on this list, you will need to proceed to the instructions below for **Viewing the List** to produce a list of employees to whom you must make offers. If a job title is not listed, you know that there is no active DPRL for your agency for that job in the parish entered. **(NOTE: Be sure that the search criteria—agency search code and parish—are correctly entered or you will have invalid results.)** An example of the results of such a search is shown below.

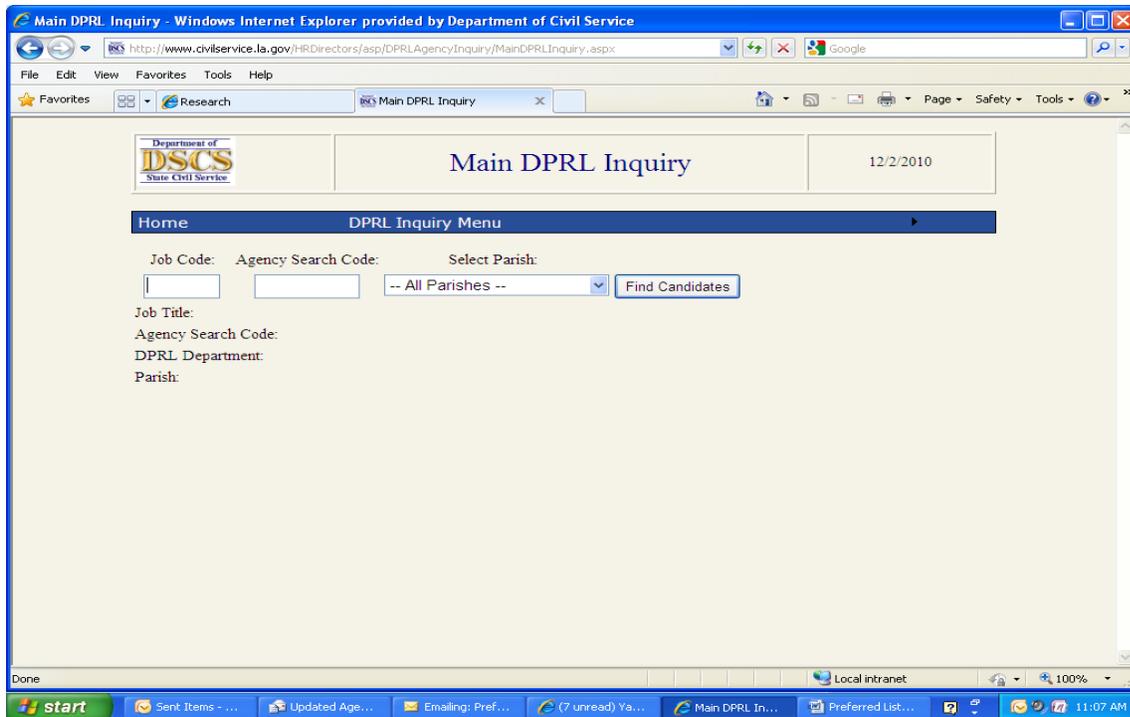


When you ensure that you have entered the correct search criteria and a job does not appear, you may print a copy of this screen to document that you checked the list and found no active DPRL list for that job before proceeding to fill the position. Offers of employment must be made within two weeks of the date on the DPRL System screen print. Use of this particular inquiry is optional and in many cases, you may wish to go directly to the [Main DPRL Inquiry](#) addressed in the next section.

Viewing the List: Select [Main DPRL Inquiry](#) from the [DPRL Inquiry Menu](#) drop-down list to reach the screen shown below.



At this screen, enter the six-digit job code of the position to be filled, the **agency search code assigned for use when the DPRL was established**, and select the parish in which the vacancy is located from the drop-down list. **USE OF THE CORRECT AGENCY SEARCH CODE, JOB CODE AND PARISH IS CRITICAL.**



If there are employees on the DPRL for the job and parish you entered, their records will be listed in order of their length of total state service. The record display will appear similar to that shown below.



If there are no employees on the DPRL for the agency search code, job code, and parish you entered, you'll see the message, **"No Candidates were found,"** as shown in the sample below. If you get this message, be sure you entered the correct agency and job search codes and the correct parish. Notice that the DPRL department name and agency search code, job title, and parish will be displayed on the screen below the search criteria entry boxes to make this verification easier. If any of these are not correct, re-enter the correct information and click the **Find Candidates** button again.



After verifying your entries were correct, print a copy of this screen to document that you checked the list and found no names before proceeding to fill the position. Remember, you must check the list **EVERY** time you prepare to fill a vacancy for the two-year period following the effective date of the layoff with the exceptions noted above. Because employees may be added or may change their parishes of availability at any time, it is possible to have employees appear on the DPRL for a job and location where previously there were none. Therefore, it may be necessary to check the DPRL more than once when filling a vacancy (See Documentation Requirements below.)

USING THE DPRL

If there are one or more employees on the DPRL for the job title and parish of your vacancy, print a copy of the DPRL for your records. The vacant position(s) must be offered to the employees on the DPRL in the order in which they appear on the list. Agencies may use one of three methods to make offers:

- the agency may make a verbal offer to the employee
- the agency may mail an offer letter to the employee
- the agency may send the offer to the employee via email

Agencies have discretion in defining a “reasonable response time” based on their own priorities and requirements; e.g. an agency could use the same requirement for response time as required for posting a vacancy, i.e. 7-14 days. It is strongly recommended that at the time of layoff employees are advised of the following:

- method of contact to be used when making an offer (verbal, letter or email)
- reasonable amount of time for response from the individual
- method in which response will be accepted (verbal, letter or email)
- importance of notifying SCS and agency immediately when any change occurs, especially changes in address, phone number, or email address

If you choose to make offers verbally, either in person or by telephone, or by email, you must document your contacts and the results of your offer(s). You must do this by completing the “DPRL Contact Form.”

When an employee accepts an offer, he/she must be able to report for work within at least 14 days. An employee who is unable to report for work within at least 14 days may be considered unavailable and the vacancy may be offered to the next employee on the list. Be sure to note on the “DPRL Contact Form” that the employee was unable to report to work within at least 14 days.

DOCUMENTATION REQUIREMENTS

Agencies covered by a DPRL must maintain documentation that the list was checked for every action to fill a vacancy (with the exception of those listed in SCS Rules 17.24 and 17.26) in the two-year period following a layoff.

To demonstrate the DPRL was checked, agencies are required to maintain **one** of the below:

- a copy of the list of jobs having DPRLs for your agency and the parish of your vacancy to document that you checked the list and found no active DPRL list for that job code/title before proceeding to fill the position
- a copy of a DPRL system screen print which states, “**No Candidates were found**”
- a copy of the DPRL results printout showing the name of the appointee and any names above it, with the results of those contacts

NOTE: The above screen print must be dated no earlier than two weeks prior to the offer date. This includes those situations where you have previously determined no one is available on the DPRL before you posted the vacancy in LA Careers. When preparing to **fill** a position that is in a career progression group (CPG), check the DPRL to determine which levels in the group have active names. Carefully review the level at which the position you are offering is capped, and if there are no names at that level, the position may be filled at the lower level. Agencies may only **post** jobs at the level for which there are no names on the DPRL. Questions regarding filling positions in a CPG, specifically at what level it may be filled, should be directed to your Employee Relations Consultant at SCS.

When an appointment is made from the DPRL, the Accountability Division will determine whether it was taken in compliance with SCS Rules. In addition to documenting appointing authority approval and certification for compliance, the agency must document that the appointee was:

- the first available person on the DPRL (see below)
- hired with permanent status (if appointed into a permanent position)
- paid according to Civil Rules 6.5.1

To show that an appointee was the first available person on the DPRL, documentation must include one of the following:

- documentation of verbal or email contacts
- copies of and responses to written offer letters

REPORTING DPRL RESULTS TO STATE CIVIL SERVICE

Each time you make offers to employees on a DPRL, you must report the results to the Employee Relations Division so the DPRL may be updated via the “DPRL Contact Form.” Please report the results of your offers as quickly as possible so updates can be made promptly.

When reporting results, please send a copy of the DPRL you used to make offers. For each person contacted, indicate whether the person:

- declined
- failed to respond to a written offer
- was unable to report within 14 days
- was appointed (include the effective date)
- indicate if the offer or appointment made is permanent or temporary (i.e., job appointment, detail to special duty or classified WAE)

TEMPORARY APPOINTMENTS FROM THE DPRL

SCS Rule 17.25 addresses temporary appointments from the DPRL, specifically classified WAE and job appointments. The rule, however, does not specifically address details to special duty. While the rule is silent on the use of details to special duty from a DPRL, agencies must follow

the hiring requirements for a DPRL when offering a detail to special duty. If the vacancy is not considered a “true vacancy,” i.e. the position is encumbered by another employee who is on a leave of absence into a different position or detailed into a different position, an exception to SCS Rule 17.23 is NOT required. However, if the vacancy is considered a “true vacancy,” DPRL rules must be followed. If the agency wishes to appoint someone other than the first person on the DPRL, SCS Commission approval is required.

Mail, fax, or email your DPRL information to your Employee Relations Consultant at the address below. Please include your contact information so we can reach you if we have questions.

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Employee Relations Division
P.O. Box 94111 Capitol Station
Baton Rouge, LA 70804-9111
Phone: 225-342-8274
Fax: 225-342-0966