



State of Idaho

DIVISION OF HUMAN RESOURCES

Executive Office of the Governor

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Idaho Personnel Commission
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The Division of Human Resources (DHR) is the state agency responsible for administration of the state's personnel system, including oversight of the state reduction in force policies for classified employees as well as the hiring process for classified jobs. DHR personnel can assist state employees who have been laid off – or who are concerned about pending layoffs within their agencies – by providing information and consultation pertaining to their rights and opportunities as state employees.

Layoff Procedures for Classified Positions

A layoff can take the form of either an involuntary reduction in hours or work for an employee, or the separation of an employee through the elimination of his or her position. Prior to conducting any layoff, the appointing authority for the given state agency is required to conduct an assessment of the proposed layoff to make sure it doesn't adversely impact any protected classes, consistent with state and federal law. Furthermore, appointing authorities must also calculate retention points to determine which employees are to be affected by the proposed layoff.

Retention points are a derivative of an employee's years of classified credited state service and their performance during those years (as determined by performance evaluations). Employees with more years of service and high performance measures will receive more retention points than employees with fewer years of service and/or lower performance measures. Qualifying veterans will also be given preference through additional retention points. When using retention points to determine the order of a layoff, those employees with the least retention points will be chosen first for the layoff.

Any employee affected by a layoff is to be given advance notice of the layoff as well as the rationale for the layoff decision. This notice must be given at least fifteen calendar days prior to the effective date of the layoff. This notice is also expected to include a copy of the department's layoff procedure as well as the computation of retention points.

Reemployment Rights for Classified Employees

Any permanent classified employee who is laid off shall be placed on a register for their classification with reemployment preference in unranked order. ***Be sure to contact DHR as soon as possible to inform them of your layoff so you can be placed on a layoff register by the effective date.*** This placement shall be for one year from the effective date of the layoff, or until either the employee declines three separate job offers without good cause, or the employee requests the removal of his or her name from the register.

Should the agency that conducted the layoff decide at any time within the next year to hire someone into the same classification from which a former employee was laid off, they must first offer the job to the former employee who was laid off, provided that employee is still on the hiring list.

Any other state agencies wishing to fill a position through either a statewide promotional or open competitive announcement must offer an opportunity to interview for the position to anyone on a hiring list with reemployment preference. Although this is no guarantee a laid off employee will receive a job offer, it does guarantee the chance to be interviewed.

Transfers/Reinstatements

You may also be eligible to be placed on a register as a reinstatement or transfer (until the time of separation). If you held permanent status in a classified position you may be eligible to be placed on the reinstatement list for that position. Transfers and reinstatements are included as additional names on a hiring list that the hiring manager can consider along with the top ten candidates that went through the exam process and are on the list with a passing score.

State Job Search

Job announcements are posted on the DHR website www.dhr.idaho.gov It is important to look at the available openings for application and apply for all that you feel you are qualified for. Also to assist in your job search you may want to use the Job Notification system. You can sign up to be notified when certain jobs are posted or by agency or by occupational categories. The more registers your name is on the greater your opportunity for employment with the state.

Additional Questions

Should you have any additional questions, or if you would like clarification on something covered here, you are welcome to contact the Applicant Services staff at the Division of Human Resources for assistance. We will be happy to help you in any way we can.

Contact information:

*Idaho Division of Human Resources
304 N. 8th St.
PO Box 83720
Boise, Idaho 83720-0066*

*Phone: 208-334-2263
or 1-800-554-5627
Email: idhr@dhr.idaho.gov*

Contacts for Managing your Benefits

Idaho Department of Labor - Employment/Unemployment Services: <http://www.labor.idaho.gov>

Idaho Department of Administration, Group Insurance: <http://adm.idaho.gov/insurance/>

Public Employee Retirement System (PERSI): <http://persi.idaho.gov>

Nationwide - Deferred Compensation: <http://www.nrsservicecenter.com/>