



DEPARTMENT OF ADMINISTRATION

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ALL AGENCY MEMORANDUM #2011-15

May 26, 2011

TO: All Agencies

FROM: Andrew K. Clinger, Director

SUBJECT: Justification to Fill Process for Layoffs

To assist agencies in efficiently filling positions during the layoff process, the Justification to Fill (JTF) pre-approval requirement is being waived if the position is being filled by an employee that has received a layoff notice on their position, or is given a layoff notice due to being bumped out of their position by a layoff. A JTF will be required prior to filling all other positions.

To alert Records staff that the position is being filled by a layoff, the ESMT must either be accompanied by the layoff notice, or the Personnel Officer can note and initial on the ESMT "Placed to avoid layoff". This coding allows the bumped incumbent to be placed in the position without a JTF and will ensure the employee is not placed on the layoff list for that class.

Please see example below:

1. Position A (position is filled/incumbent given layoff notice and can bump into Position B with proper coding/letter attached, no JTF needed)
2. Position B (position is filled/incumbent given layoff notice due to being bumped/incumbent can bump into Position C)
3. Position C (This is a vacant position) Position B incumbent can be placed into the vacant Position C without a JTF as long as their layoff notice is attached to the ESMT or the Personnel Officer notes and initials on the ESMT "Placed to avoid layoff".

If you have any additional questions concerning this memo, please see your personnel representative.

A handwritten signature in black ink, appearing to read "Andrew K. Clinger".

Andrew K. Clinger, Director
Department of Administration