

## Phase II: Department Restriction of Appointment (DROA) Placement Process

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**Overview** This document provides information on Phase II of the DROA placement process the department will follow in the placement of DROA/surplus employees (effective 1/1/04).

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**Background** The Department of Personnel Administration grants departments the ability to institute a process that requires hiring supervisors and managers with vacant positions, which are outside the area of layoff, to make appointments of surplus employees from within their own department.

Typically the DROA process is done in conjunction with an internal hiring freeze, thereby allowing the maximum placement opportunities of DROA/surplus employees.

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**Process** The following chart outlines the process to be followed in administering Phase II of the department's DROA program:

Step	Responsible	Action
1	OHR	Collect information on vacant positions within the department.
2	Fiscal	Supply information on funding source of vacant positions. Listing of vacant positions provided weekly to Fiscal by OHR Layoff Team.

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## Phase II: Department Restriction of Appointment (DROA) Placement Process, Continued

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### Timeline

This chart provides the approximate timeline for the layoff process. Placement employees should be made aware of this timeline when vacancies are offered to them:

Date	Step
1/28/04	Seniority Information Memo sent to employees impacted by layoff.
2/13/04	Layoff notices sent to employees impacted by layoff. Bumping begins for those employees impacted by layoff who have enough seniority to “stick” in their personal or primary demotional path. The 120 day notice begins for any employee bumped who is not currently surplus.
3/15/04	Effective date of layoff.

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### Resources

Please contact the Layoff Team.

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