**Section 2520.APPENDIX C Contents of Layoff Reports**

a) When a State agency has at least 30 incumbents in the EEO job category within a particular region in which a layoff will take place and there are at least 5 members of a specific affirmative action group who are targeted for layoff, the completed projected layoff report shall contain the following:

1) The Certification Sheet. The certification sheet confirms the accuracy of the layoff report. A completed certification sheet must indicate the name of the agency, agency Chief Executive Officer, agency EEO/AA Officer, and effective date of the projected layoff. The Chief Executive Officer and EEO/AA Officer must sign and date the certification sheet. The Department's assigned agency liaison will sign and date the certification sheet upon receipt.

2) The Projected Layoff Summary Form. The projected layoff summary form provides statistical data on the agency layoff by race, sex and disability. A completed form must indicate the agency name, the analysis date, and the date and source of workforce data. The form shall include: total employees before layoff and the total number of projected layoffs, by region; the number of persons laid off, by race, sex and disability; and, if necessary, adverse impact on any affirmative action group member.

3) The Projected Layoff Analysis Form. The projected layoff analysis form is used to calculate whether adverse impact exists for a specific affirmative action group subject to the layoff. A form must be completed for each affirmative action group member affected by the layoff, when necessary. A completed form must indicate the agency name, region and affirmative action group member. The form must indicate, by EEO job category, total employees and number of employees projected to be laid off. A comparison of the layoff rate of the affirmative action group in question with the layoff rate of the comparison group will indicate the impact ratio to determine adverse or no adverse impact.

4) The Narrative

A) The narrative must contain, but is not limited to, the following information:

i) the State agency's reasons for selecting the targeted positions for layoff;

ii) any provisions of the Illinois Personnel Code, personnel rules, and/or collective bargaining agreement governing the layoff;

iii) if the layoff decisions were made by seniority date, an explanation of any exceptions and the reasons for the exceptions;

iv) any alternatives to laying off the affected employees that were available to and considered by the agency; and

v) a discussion of any significant impact the layoff would have on a specific affirmative action group.

B) If the report is being submitted less than 30 days prior to the effective date of the layoff, the narrative must set forth the emergency situation necessitating the layoff.

5) The agency's layoff plan shall identify, by region, job title, and affirmative action groups, the employees to be affected by the layoff.

6) A summary workforce analysis for the region where the layoff will occur.

b) When there are fewer than 30 incumbents in the EEO job category within a particular region in which a layoff will take place or there are fewer than 5 members of a specific affirmative action group who are targeted for layoff, the completed projected layoff report shall contain the following:

1) The Certification Sheet. The certification sheet confirms the accuracy of the layoff report. A completed certification sheet must indicate the name of the agency, agency Chief Executive Officer, agency EEO/AA Officer, and effective date of the projected layoff. The Chief Executive Officer and EEO/AA Officer must sign and date the certification sheet. The Department's assigned agency liaison will sign and date the certification sheet upon receipt.

2) The Projected Layoff Summary Form. The projected layoff summary form provides statistical data of the agency layoff by race, sex and disability. A completed form must indicate the agency name, the analysis date, and the date and source of workforce data. The form shall include: total employees before layoff and the total number of projected layoffs, by region; the number of persons laid off by race, sex and disability; and, if necessary, adverse impact on any affirmative action group member.

3) The Narrative

A) The narrative must contain, but is not limited to, the following information:

i) the State agency's reasons for selecting the targeted positions for layoff;

ii) any provisions of the Illinois Personnel Code, personnel rules, and/or collective bargaining agreement governing the layoff;

iii) if the layoff decisions were made by seniority date, an explanation of any exceptions and the reasons they were made;

iv) any alternatives to laying off the affected employees that were available to and considered by the agency; and

v) a discussion of any significant impact the layoff would have on a specific affirmative action group.

B) If the report is being submitted less than 30 days prior to the effective date of the layoff, the narrative must set forth the emergency situation necessitating the layoff.

4) The agency's layoff plan shall identify, by region, job title, and affirmative action groups, the employees to be affected by the layoff.

5) A summary workforce analysis for the region where the layoff will occur.

(Source: Amended at 36 Ill. Reg. 8699, effective June 1, 2012)