

Layoff Information and Resources for Employees

Current economic conditions mean some employees are being faced with layoff. The information below will assist you if you are directly impacted by layoff. It is intended to be a guide and does not replace the need for you to work closely with your employer's human resource office about your specific situation. The information is arranged into four primary categories:

- [After notice of layoff, but before receiving my official layoff letter](#);
- [Once you have received a formal written layoff letter](#);
- [Before leaving state service](#); and
- [After leaving state service](#).

There is no standard response for everyone's options because everyone's employment and personal situation is different. For instance, if your position is covered by a collective bargaining agreement your rights may differ from someone whose position is not covered by a collective bargaining agreement. Please review this information thoroughly; however, keep in mind some of the information may not apply to your situation.

After notice of the layoff, but before receiving an official layoff letter:

Attend a Layoff Information Session.

Web resource:

<http://des.wa.gov/services/HRPayroll/employees/LayoffSupport/Pages/LIS.aspx#OLW>

If you are not able to attend a session you can view the online presentation at

<http://communities.des.wa.gov/layoffpresentation/>

Phone: 360 664-1960. Toll free: 877 664-1960.

Deaf or hard-of-hearing callers may contact us via email at CareersHelp@des.wa.gov via the [Washington Relay Service](#) by dialing 7-1-1 or 1-800-833-6388.

Consider attending the Job Hunter Workshop Series at your local WorkSource center:

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|--|-------------------------------------|
| • Create or update your resume and cover letter | • Networking |
| • Seek employment outside of state government | • Explore a career change |
| • Learn about retraining programs | • Prepare for job interviews |

Web resource: www.go2worksource.com (Washington state)

<http://www.careeronestop.org> (Federal site)

Review job opportunities with other state employers or higher education institutions by going to www.careers.wa.gov.

Consider submitting an application for the General Government Transition Pool.

Note: This is a skill based pool for general government employees, not for higher education employees, who are at risk of layoff or who have been laid off.

Web resource:

<http://des.wa.gov/services/HRPayroll/employees/LayoffSupport/Pages/GGTP.aspx>

Email: layoffandggtp@des.wa.gov Phone: 360 664-1960. Toll free: 877 664-1960.

- Consider educational opportunities to expand your skills by accessing information available at state institutions.**
Web resources: <http://checkoutacollege.com>, www.waol.org/, and www.careerbridge.wa.gov.
- Consider contacting the Employee Assistance Program for help developing an action plan of next steps, personal and/or professional.**
Web resource: <http://des.wa.gov/services/HRPayroll/eap/Pages/default.aspx>
Toll free: 877 313-4455
- Visit the Washington State Department of Financial Institutions' website to review information to assist in managing credit, debt, and assessing financial resources.**
Web resource: <http://dfi.wa.gov/financial-education>
Phone: 360 902-8822. Toll free: 877 746-4334. TTY: 360 664-8126

Once you have received a formal written layoff notice:

- Review the options (if any have been identified) in the layoff notice and respond within the timeframe(s) outlined in the letter.** Contact: Agency HR Office
Note: While it is important to consider the financial and career impact of the options you are provided, declining an option may cause you to be ineligible for unemployment benefits.
Web resource: www.esd.wa.gov/uibenefits/ Toll free: 800 318-6022 TTY: 800 365-8969
- Consider getting your name on your agency's internal layoff list(s).**
Contact: Agency HR Office
- Consider getting your name on the statewide layoff list(s).**
Most general government employers use the layoff lists maintained centrally by Department of Enterprise Services. To be considered for employment at a higher education institution, you must apply at each individual district or college.
Web resource:
<http://des.wa.gov/services/HRPayroll/employees/LayoffSupport/Pages/GGTP.aspx>
Phone: 360 664-1960. Toll free: 877 664-1960.
- Go to the Employment Security website to view rules for unemployment benefits and find out what benefits you would receive.**
Web resource: www.esd.wa.gov/uibenefits/
Toll free: 800 318-6022 TTY: 800 365-8969
- If you are a member of a union, consider contacting your union representative and reviewing your collective bargaining agreement.**
Web resource: <http://www.ofm.wa.gov/labor/agreements/default.asp>

- If you believe a violation of state rules, agency policy, or the provisions of a collective bargaining agreement occurred, speak with your local human resource office and review your rights to file an appeal or grievance.**

Contact: Agency HR Office or Union Representative

Web resource (for non-represented employees):

<http://www.hr.wa.gov/more/DirectorsReviewsAppeals/Pages/default.aspx>

- Consider your retirement eligibility and/or options.**

Web resource: www.drs.wa.gov

Phone: 360 664-7000. Toll free: 800 547-6657. TTY: 360 586-5450

Note: If considering retiring, determine if your employer participates in VEBA which may assist with medical costs. Contact: Agency HR Office

Before leaving state service:

- Take your personal holiday if you're entitled.**

- Schedule an appointment with your agency HR representative to:**

- **Ensure your personal information is accurate in the payroll system.**
- **Verify leave balances and eligibility for payment of unused vacation leave.**
- **Make sure you have a copy of your most recent earnings statement.**
- **Obtain a copy of your employment history.**
- **Obtain copies of your most recent evaluations from your personnel file.**

Contact: Agency HR Office

- If you are using your work e-mail address to apply for jobs in the Online Recruiting System, update your applicant profile with your personal e-mail address.**

Web resource: <http://www.careers.wa.gov>

Phone: 360 664-1960. Toll free: 877 664-1960.

University or college employees should contact their HR office to update information.

- Determine retirement and deferred compensation balances.**

Web resource: www.drs.wa.gov

Phone: 360 664-7000. Toll free: 800 547-6657. TTY: 360 586-5450

- Determine medical/healthcare options:**

- **Learn how to continue your medical benefits**

Web resource: www.pebb.hca.wa.gov

Phone: 360 412-4200. Toll free: 800 200-1004. TTY: 888 923-5622

- **Explore private health care (Office of the Insurance Commissioner)**

Web resource: <http://www.insurance.wa.gov/shiba/index.shtml>

Toll free: 800 562-6900

If participating in other benefit programs, determine your options:

- **Flexible Spending Account (FSA) Program**
- **Dependent Care Assistance Program (DCAP)**

Phone: 800 669-3539. E-mail: customerservice@flex-plan.com

Organize and obtain your workplace job references.

Contact: Agency HR Office, supervisors and managers

Explore a career change.

Web resource: <http://www.careerinfonet.org/>

After leaving state service:

Apply for unemployment and explore any available retraining options.

Web resource: www.go2ui.com

Toll free: 800 318-6022. TTY: 800 365-8969

Within 60 days, apply for continued health care coverage through Health Care Authority or private sources.

Web resource: www.hca.wa.gov

Phone: 360 412-4200. Toll free: 800 200-1004. TTY: 888 923-5622

Keep your contact information current on layoff lists and the General Government Transition Pool.

Learn about state sponsored financial assistance if it becomes necessary.

Web resource: www.dshs.wa.gov

Consider whether or not to access deferred compensation contributions.

Web resource: <https://washington.gwrs.com/login.do> or www.drs.wa.gov

Phone: 360 664-7000. Toll free: 800 547-6657. TTY: 360 586-5450 or 1 866-377-8895

Determine if you would like to withdraw retirement contributions.

Web resource: www.drs.wa.gov

Phone: 360 664-7000. Toll free: 800 547-6657. TTY: 360 586-5450 or 1 866-377-8895

For additional resources visit:

<http://des.wa.gov/services/HRPayroll/employees/LayoffSupport/Pages/default.aspx>