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## Layoff Information and Resources for Classified Employees

Current economic conditions resulting from low enrollment mean some employees are being faced with layoff or reduction of FTE. Today you received notice that you are at-risk of layoff or reduction of FTE. You will receive a formal written notice consistent with CBA timelines. The effective date of layoffs/ reductions is likely July 2, 2018 unless you were notified otherwise. There will be a Layoff Q&A available on the HRS webpage. In addition, a Layoff Information Session with representatives from DRS, ESD, Work Source, and EAP is schedule for **Wednesday, June 6<sup>th</sup> at 1:30 in Lecture Hall 4**. Please contact Tracy Dunn in HRS at 360 867-6362 or [dunnt@evergreen.edu](mailto:dunnt@evergreen.edu) or in LIB3102 for layoff specific questions. You may also contact the Payroll & Benefits Office at 360 867-6460 or [payroll@evergreen.edu](mailto:payroll@evergreen.edu) or in LIB 1126 for benefit and retirement questions.

The information below will assist you if you are directly impacted by layoff/reduction of FTE. It is intended to be a guide and does not replace the need for you to work closely with Human Resource Services 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:**

- Provide Tracy Dunn in HRS an updated resume as soon as possible to help determine skills and abilities for any layoff options. Absent an updated resume the last resume or application in your file will be used.**
- Consider attending the Job Hunter Workshop Series at your local WorkSource center:**
  - Create or update your resume and cover letter
  - Seek employment outside of state government
  - Learn about retraining programs
  - Networking
  - Explore a career change
  - Prepare for job interviewsWeb resource: [www.worksourcewa.com](http://www.worksourcewa.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](http://www.careers.wa.gov).**
- Consider educational opportunities to expand your skills by accessing information available at state institutions.**  
Web resources: <http://checkoutacollege.com>, [www.waol.org/](http://www.waol.org/), and [www.careerbridge.wa.gov](http://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: Tracy Dunn in HRS at 360 867-6362 or [dunnt@evergreen.edu](mailto:dunnt@evergreen.edu) or in LIB3102 with questions.

*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. The College does not make this determination, the Employment Security Department does.*

Web resource: [www.esd.wa.gov/unemployment/](http://www.esd.wa.gov/unemployment/) Toll free: 800 318-6022 TTY: 800 365-8969

- Consider getting your name on our internal layoff list(s). The classifications for which you can be on the internal layoff list(s) will be identified in your layoff notice. Don't forget to respond to this section even if you do not have or choose not to accept any identified options.**

Contact: Tracy Dunn in HRS at 360 867-6362 or [dunnt@evergreen.edu](mailto:dunnt@evergreen.edu) or in LIB3102 with questions.

- 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. As a higher education employee, you must contact DES directly for placement on the statewide layoff list. To be considered for employment at other higher education institutions, 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/unemployment/](http://www.esd.wa.gov/unemployment/)

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.**

Contact: Sarah Prindle, WFSE Council Representative

Web resource: [http://www.evergreen.edu/sites/default/files/2017-2019%20CBA%20WFSE%20Evergreen%20Final\\_0.pdf](http://www.evergreen.edu/sites/default/files/2017-2019%20CBA%20WFSE%20Evergreen%20Final_0.pdf)

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

**For PERS:** [www.drs.wa.gov](http://www.drs.wa.gov)

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

**For TIAA-CREF:** <https://www.tiaa.org/public/tcm/evergreen>

Toll free: 800 842-2252.

*Note: If considering retiring, learn more about VEBA which may assist with medical costs.*

*Visit the VEBA website at <http://www.veba.org/>*

### **Before leaving state service:**

- Take your personal holiday and personal leave day, if you're entitled.**
- Schedule an appointment with HRS 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 copies of your most recent evaluations from your personnel file.**Contact: Patricia Foshaug in HRS at 360 867-6112 or [foshaugp@evergreen.edu](mailto:foshaugp@evergreen.edu) or in LIB3102.
- If you are using your work e-mail address to apply for jobs, update your applicant profile(s) with your personal e-mail address.**
- Determine retirement and deferred compensation balances.**

Web resource: [www.drs.wa.gov](http://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.hca.wa.gov](http://www.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/find-companies-agents>  
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](mailto:customerservice@flex-plan.com)  
Or the Payroll & Benefits Office at 360 867-6460 or [payroll@evergreen.edu](mailto:payroll@evergreen.edu) or in LIB1126
- Organize and obtain your workplace job references.**

Contact: Your 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.esd.wa.gov/unemployment/](http://www.esd.wa.gov/unemployment/)  
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](http://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.**
  
- Learn about state sponsored financial assistance if it becomes necessary.**  
Web resource: [www.dshs.wa.gov](http://www.dshs.wa.gov)
  
- Consider whether or not to access deferred compensation contributions.**  
Web resource: [www.drs.wa.gov](http://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.**  
**For PERS:** [www.drs.wa.gov](http://www.drs.wa.gov)  
Phone: 360 664-7000. Toll free: 800 547-6657. TTY: 360 586-5450  
**For TIAA-CREF:** <https://www.tiaa.org/public/tcm/evergreen>  
Toll free: 800 842-2252.

## For additional resources visit:

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