



evergreen

Exempt Employee Transition Resources

Current economic conditions resulting from low enrollment mean some employees are being faced with layoff/RIF or reduction of FTE. Today you received notice that you are at-risk of layoff/RIF or reduction of FTE. You will receive a formal written notice consistent with CBA/Policy timelines. The effective date of layoff/RIFs and reductions is likely July 2, 2018 unless you were notified otherwise. There will be a Layoff/RIF Q&A available on the HRS webpage. In addition, a Layoff Information Session with representatives from DRS, ESD, WorkSource, HCA – PEBB and EAP is scheduled for **Wednesday, June 6th at 1:30 in Lecture Hall 4**. Please contact Tracy Dunn in HRS at 360 867-6362 or 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 or in LIB 1126 for benefit and retirement questions.

The information below will assist you if you are directly impacted. 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:

- **Preparing for employment transition;**
- **Once you have received formal notice that your appointment is ending;**
- **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. Please review this information thoroughly; however, keep in mind some of the information may not apply to your situation.

Preparing for employment transition:

- If you previously held permanent status in a classified position contact HRS to determine if you have a right to return to classified service and if you do have a return right find out which agency you can return to.**
Contact: Tracy Dunn at 360 867-6362 or dunnt@evergreen.edu or in LIB3102
Web resource: <http://www.hr.ofm.gov/rules>. Open the document "Transition Guide for Exempt Employees" found under Helpful Tools.
- 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 interviews**Web resource: 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.**
- 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://www.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 formal notice that your employment is ending:

- If you have the right to return to classified service and you wish to exercise that right notify the agency or institution you will be returning to within 30 calendar days of separation from the exempt position.**
- 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/

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

- If you are a member of SSSSU, consider getting your name on the priority consideration list. Sign and return the attachment in your notice letter to HRS for priority consideration.**

- If you are a member of SSSSU, 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/TESS%20SSSSU%20CBA%20FINAL.pdf>

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

For PERS: 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 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
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/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
Or the Payroll & Benefits Office at 360 867-6460 or 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: <https://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
Phone: 360 412-4200. Toll free: 800 200-1004. TTY: 888 923-5622

- Consider whether or not to access deferred compensation 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

- Determine if you would like to withdraw retirement contributions.**
For PERS: 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>