

**WHATCOM COUNTY
ADMINISTRATIVE SERVICES**

Whatcom County Courthouse
311 Grand Avenue, Suite 108
Bellingham, WA 98225-4082



Dewey G. Desler
Director

Date

Name
Address
City, State, Zip

Dear Name:

This letter is to officially notify you that you are being laid off from your position of _____, effective _____, because you are the junior employee in the _____ classification within the _____ Department.

You should read Article V in the Master Collective Bargaining Agreement to learn more about your seniority and recall rights. A copy of Article V is attached for your reference. The County's employee job line phone number is 676-6707, ext. 30218. This number is the County's method of notice of vacant positions. If you are interested in a position, you should complete the necessary application materials and return them to Human Resources. Should no current bargaining unit members be selected for the position, you will be considered for the position before it is advertised to the public.

We will verify you were laid off when asked by Employment Security. Since layoffs are a qualifying event under federal COBRA laws, you are also eligible to continue your health and welfare benefits on a self-pay basis. You have enough compensated hours to cover your health and welfare benefits through the end of _____. For further information about continuing your health and welfare benefits on a self-pay basis, please contact _____ in Human Resources, ext. _____.

The County's Employee Assistance Program (EAP) is through Health Promotion Network, which can be confidentially reached at 715-6565. You, your spouse and dependents can use the EAP through the end of _____. Use of this program is strictly voluntary. A booklet explaining the EAP's services is attached to this memo.

If you have any unresolved questions regarding this notification of layoff and your rights as they relate to layoffs, please don't hesitate to contact _____ in Human Resources at _____, ext. _____.

Sincerely,

Department Head
Department

Attachments

cc: Personnel File