

This is the second issue of employee questions and answers relating to the upcoming lay-off. If you have any suggestions for future employee communication issues, please feel free to contact the staff in Human Resources.

1. EMPLOYEE ASSISTANCE PROGRAM (EAP)

Reference: EAP Brochure

The Employee Assistance Program is available to all employees and their family members. The program is available 24 hours a day, seven days a week. You are encouraged to consider utilizing their services if you feel the need. Their phone number is **1-800------**. An EAP representative will also be on-site within the next couple of weeks to answer your questions or provide assistance to you. Date/times to be announced in the next issue.

2. HEALTHCARE INSURANCE - Medical, Dental and Life

Reference: Washington Basic Health Plan Information

Brochures on the Washington Basic Health Plan are now available in work areas and at Human Resources. For specific questions, contact Washington Basic Health at **1-800------**. Additional brochures have been requested and should arrive next week. For your own copy, check in with _____ towards the end of next week.

3. UNEMPLOYMENT INSURANCE

**Reference: Washington State Employment Security Department,
Unemployment Claims Kit & Job Search Guide**

Will representatives from the Employment Security Department come on site to talk with us?

Yes. We are arranging to have Employment Security, Washington State Labor Council, and ----- Job Development and Training to come on-site to talk with employees.

Meeting dates/times will be confirmed next week and will be posted (meetings tentatively planned for week of December 13).

What if I am eligible for retirement but based on my seniority I'm not scheduled to be laid off. Can I volunteer for lay-off and be eligible for unemployment?

Yes. You may voluntarily take lay-off if someone else in your same classification is scheduled to be laid off. You would be eligible to apply for unemployment, however, you would not be eligible for recall. NOTE: Check with the Department of Retirement Systems to determine affects, if any, on your planned retirement.

I have been told that my position is being combined with another position and that I need to compete for the new position. Instead of competing for the position, can I be laid off on the lay-off date and be eligible for unemployment benefits?

Yes, you may elect to be laid off, and because your job changed significantly, you would probably be eligible for unemployment benefits. Employment Security will make the final decision on a situation like this. Refer to the Employment Security booklet for more information

My position is currently half-time. I am being told that my position will become full-time. Instead of taking the full-time position, can I be laid off on the lay-off date and be eligible for unemployment benefits?

All jobs are developed based on the operational needs of the Agency. Employees are eligible to bid jobs based on their job seniority. If only full-time positions are available, the employee must make a decision to accept/bid the full-time job or voluntarily quit. Refer to the Employment Security booklet to determine if, and when, you would be eligible for unemployment benefits.

Who makes the final decision on whether a person is entitled to unemployment benefits?

The Washington State Employment Security Department makes the final decision on all unemployment claims in accordance with their rules and regulations.

4. DEFERRED COMPENSATION PLANS - 401k & 457

How can I reach the deferred plan representatives?

401k Representative: Right now we are still in the midst of the change from Prudential to Vanguard. This information will be available in the next issue.

457 Representative: Peter Hoerber, Retirement Plan Specialist
I CMA-RC Services Inc.
14105 56th Ave NW
Gig Harbor, WA 98332
Phone -----
FAX -----
Voice Mail: 1-800-----, Ext. -----
E-Mail: -----
Customer Services: 1-800-----

5. RECALL LIST

Am I eligible for recall if I leave _____ employment before my actual lay-off date (before lay-off notice is received, after lay-off notice is received)?

Before Lay-Off Notice Is Received: No, you would not be eligible for recall if you leave _____ employment prior to receiving your official _____ lay-off notice (the lay-off notice will be provided no later than December 27, 1999).

After Lay-Off Notice is Received: Yes, you would be eligible for recall. Employees working until the actual lay-off date will be placed on a recall "A" list based on their Union seniority date or for non-represented employees their position classification date. Employees leaving prior to the actual lay-off date will be placed on a recall "B" list based on their Union seniority date or for non-represented employees their position classification date. Employees will be recalled to work on the A list prior to recalling employees on the B list.

6. JOB SEARCH

See the documents attached. We have provided: job search sources, a resume worksheet, sample cover letter/resumes, tips on preparing for an interview, and practice interview questions.

Computers have also been set up in the Maintenance Conference room for employees to use in order to prepare cover letters and resumes.

Additional information on job search issues will be provided at the upcoming Employment Security meetings.

7. ADDITIONAL QUESTIONS

If I have more questions, who in the Agency can I see to get help?

Your Department Director is available to you. Feel free to contact him or her.

In addition, _____, _____, _____ and _____ in the Human Resources Department are available to answer employment and benefit questions.

HR Contact Person

Voice-Mail

E-Mail

The information contained in this document is based on the research we have completed to-date, and/or on the decisions made by the Senior Management Team. Some information was obtained from outside sources. Changes may be necessary based on new or additional information.

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