

DOP Layoff Information for Employees

This document provides definitions and descriptions of some of the tools and resources that are available for employees who are at risk of or have been impacted by layoff. This information applies to both general government and higher education employees as noted. If you need clarification on this information call the Department of Personnel (DOP) at 360 664-1960, or toll free at 877 664-1960.

Internal Layoff Lists – General Government and Higher Education

Employees who have received formal written notice from their employer that they have been laid off are eligible to be placed on their employer's internal layoff list. The internal layoff list is used by your employer to identify potential candidates when they are able to fill future vacancies.

- General Government - Your layoff letter should state whether your employer has an internal layoff list they maintain, or if they use DOP to maintain it.
- Higher Education Institutions - Employees who work for a Higher Education institution and have been impacted by layoff must check directly with their college or institution about their layoff rights and lists.

Statewide Layoff List – General Government and Higher Education

Employees who have received formal written notice from their employer that they have been laid off may be eligible to be placed on the Statewide Layoff List.

DOP maintains a centralized Statewide Layoff List that is used by multiple agencies and institutions to identify candidates for positions they are filling. Other state agencies or institutions may be looking for people with the competencies, skills, and abilities that you possess. Being placed on this list may improve your opportunities of rehire after layoff by giving you wider exposure to state employers. When requesting placement on the list keep in mind the following:

- Refer to your layoff letter to find out your eligibility to statewide layoff lists(s).
- If you were laid off from a Higher Education class and apply to DOP to be on the statewide layoff list for General Government, DOP will determine comparable classes.
- If you were laid off from a General Government class and are interested in employment or getting on layoff lists with Higher Education you need to contact the individual institutions. The specific Higher Education employers will determine the class(es) that use the same, or essentially the same skills, abilities, and competencies as the class you were laid off from to determine comparable classes for which you are eligible.
- To apply for the centralized statewide layoff list(s) you must:
 1. Create and release an employment profile at www.careers.wa.gov.
 2. Send a copy of the layoff letter you received from your employer to the mailing address, email address or FAX number listed below:
Department of Personnel Layoff Administrator
PO Box 47500
Olympia, WA 98504
FAX: 360 586-1346 or Email: Information@dop.wa.gov

3. After completing steps 1 and 2, you must email the Layoff Administrator at information@dop.wa.gov to receive information and to have your name placed on the layoff list.
4. When the process is completed you will receive an email confirming you have been placed on the statewide layoff list(s).

General Government Transition Pool (GGTP) – (Not available to Higher Education)

The GGTP is a resource for general government employees who are at risk of or who have been laid off by their agency. Employees in this situation may request placement in the pool which is available to classified and Washington Management System (WMS) employees who have attained permanent status.

Employers who are filling positions may request a search of candidates who may have the skills needed for their positions. The pool is maintained centrally by DOP and to apply for the GGTP you must contact your agency's human resource (HR) office to make sure your circumstances make you eligible to be placed on the list. If you are eligible:

- 1) Obtain the GGTP application from agency HR office and complete it.
 - a) Only indicate skills and abilities that are consistent with the types of jobs you want to be considered for.
 - b) Submit a current resume or state application that will be by employers when they are considering you.
- 2) Return the form to your agency HR office for their signature along with either a state application or resume; they will forward the completed and signed application form and other materials to DOP for entry.
- 3) Once entered in the GGTP, you will receive an email confirmation.

DOP Layoff Information and Job Seeker Support Center

The current DOP Job Seeker Support Center has evolved into the Layoff Information and Job Seeker Support Center where we have resources for you including:

- Computers with access to online resources, such as careers.wa.gov, WorkSource, agency web sites, and other external resources.
- Staff to assist employees when creating on-line profiles, performing job searches and applying to layoff and GGTP lists.
- Electronic files; e.g., sample cover letters, resume templates, interview techniques and hints.

The center is located at 600 South Franklin Street, Olympia, Washington.

DOP Website

The Department of Personnel's web site can be found at www.dop.wa.gov. This site includes basic information for employees impacted by layoff, as well as a variety of links to employment information, tools and resources available from state agencies and DOP. The careers.wa.gov site also offers a variety of information to assist you with an employment search. Examples include job postings in the centralized recruiting system, and links to other state agency and higher education employment sites.