



Layoff Information and Resources

Department of Personnel, Public Employees Benefits Board, Employment Security Department, Workforce Development Council, and Department of Retirement Systems



Welcome

- n Washington State is facing tough economic times; if you've heard you will be directly impacted you may have questions and concerns.
- n We hope the information and resources provided today can better prepare you for the layoff action you will be facing and decisions you will need to make.
- n This session was put together in partnership and sponsored by:
 - Department of Personnel
 - Public Employee Benefits Board/Health Care Authority
 - Workforce Development Council and Employment Security
 - § WorkSource and Unemployment Insurance
 - Community and Technical Colleges
 - Department of Retirement Systems



Agenda

§ Welcome/Logistics

- What to expect today
- What's in the packet

§ Department of Personnel

§ Public Employee Benefits Board/Health Care Authority

§ Workforce Development Council and Employment Security

- WorkSource
- Unemployment Insurance



Agenda (continued...)

- § Considering Educational Opportunities –
 - § Community and Technical Colleges

- § Employee Assistance Program

- § Department of Retirement Systems and Deferred Compensation



Welcome/Logistics

n Logistics

- Restrooms
- Emergency Exits
- Session Flow
- Availability of Presenters and Question/Answer

n Overview of Materials in the Packet

- Power Point is not a handout, however is available on-line

n Your Feedback is Important to Us

- Evaluation form
- First of several such sessions



Department of Personnel (DOP)

- n General Layoff Information
- n Layoff Lists
- n General Government Transition Pool
- n Resources and Services
- n Visiting or Contacting Us
- n Question/Answer



General Layoff Information

- n Layoffs are governed by either WAC 357-46 and agency/institution policies for non-represented employees, or the applicable Collective Bargaining Agreement for represented employees.



General Layoff Information

- n Differences in Process for Represented and Non-Represented Employees
 - Represented Employees – If your position is covered by a collective bargaining agreement, be sure to review your collective bargaining agreement
 - § Contacts: Your local agency human resource office and your union representative
 - Non-Represented Employees – If your position is not covered by a collective bargaining agreement, be sure to review civil service rules and agency policies
 - § Contacts: Your local agency human resource office and the DOP Rules Office at: Rules@dop.wa.gov.



General Layoff Information

- n While there are several reasons for a layoff, primary reasons include:
 - Lack of funds
 - Lack of work
 - Organizational changes

- n Examples of layoff actions due to lack of work may include, but are not limited to:
 - Termination of a project;
 - Availability of fewer positions than there are employees entitled to such positions;
 - Employee's ineligibility to continue in a position following a reallocation.



Layoff Lists

- n The Internal layoff list contains names of eligible employees who have been laid off from that specific agency or institution
 - To get on the internal layoff list, contact your local human resource office

- n Statewide layoff list(s) contain the names of eligible employees from other agencies or institutions
 - To get on the statewide layoff list, contact the Department of Personnel



General Government Transition Pool (GGTP)

- n The GGTP is a resource for general government employees at risk of, or who have been laid off.
- n It is a skill based data base maintained by the Department of Personnel.
- n To learn if you are eligible to get in the GGTP contact your agency's human resource office.
- n Washington Management Service (WMS) employees may be eligible for the GGTP.



Department of Personnel - Resources and Services

n DOP Website

- www.dop.wa.gov/Employees/RIFLayoff/
- Layoff and General Government Transition Pool Information
- Links to the Office of Financial Management Labor Relations Office (Collective Bargaining Agreements)
- Civil Service Rules
- Links to other resources and information you'll hear about today
- Step-by-Step processes for applying in the centralized recruiting system

n Information Packet, including the Layoff Information and Resources for employees (“checklist”)



Department of Personnel - Resources and Services

- n Job Seeker Support and Layoff Information Center:
 - Computers available
 - Staff to assist in creating an on-line profile or answer question regarding the process to get on the layoff list or General Government Transition Pools.
 - Sample resumes, cover letters, interviewing tips

- n Information on future Layoff Information Sessions such as this one (including dates and locations)

- n State Employment Workshops
 - For schedule and locations:
 - <http://www.careers.wa.gov/EmploymentWorkshop.htm>



Visiting or Contacting the Department of Personnel

n General Inquiries or Layoff Questions

- information@dop.wa.gov or ggtpcheck@dop.wa.gov
- 360 664-1960 or toll free 1 877 664-1960
- Hours:
 - § 7:00 a.m. to 6:00 p.m., Monday through Thursday
- Location:
 - § 600 South Franklin Street, Olympia, Washington
 - Corner of Franklin and Legion Streets



DOP Workshops for Times of Transition

Please join us for one of the following (Handout)

- n Change Management – Finding the Up in Upheaval
- n Managing the Change Effort
- n Maintaining a Positive Attitude – For Managers
- n Managing Transition and Job Loss – For Employees
- n Managing Transition and Job Loss – For Managers
- n Personal Stress Management



Public Employee Benefits Board (PEBB)/Health Care Authority

- n Benefits
- n Options
- n Accessing Benefits
- n What to Expect
- n Resources
- n Question/Answer

PEBB Benefits...

PEBB Benefits	When they will end if you take no action
Medical and Dental Insurance	Midnight, the last day of the month in which employment ends
Life Insurance	Midnight, the last day of the month in which employment ends
Basic Long-Term Disability	Midnight, the date employment ends
Optional Long-Term Disability	Midnight, the last day of the month in which employment ends or the last day in which a required premium payment was made
Flexible Spending Account (FSA) & Dependent Care Assistance Program (DCAP)	Participation ends on the last day of the month you make a contribution through payroll deduction

**Auto/Home and Long-Term Care may continue as before. If using payroll deduction for Auto/Home contact Liberty Mutual to make other payment arrangements.*

Options to continue coverage...

- n You have options to continue most of your coverage
- n The options depend on your situation





Overview of Options...

- n Continued employment through reversion, reduction in hours, or transfer.
- n Access benefits as an eligible dependent on a spouse, qualified domestic partner, or parents' account.
- n Continue coverage for yourself and your eligible dependents on a self-pay basis.
- n Access benefits for yourself and your eligible dependents through retiree coverage.



Options: Continued Employment...

- n Layoff/RIF employees are eligible for the employer contribution as long as they are in pay status for eight hours or more per month. Employees may:
 - Revert to a previously held position
 - Revert to a different position
 - Have current position hours reduced, or
 - Transfer to another agency as outlined in their employer's procedures, rules, and collective bargaining agreements (WAC 182-08-190 and 182-12-121)

- n Layoff/RIF employees transferring to an agency where layoff procedures are not applicable must qualify as a newly eligible employee (WAC 182-12-115).



Options: Dependent Coverage...

- n Spouse, qualified domestic partner, or parent must complete an Employee Enrollment/Change form and any necessary dependent certifications to add you as an eligible dependent.
- n If employment is ending, life insurance coverage may be transferred to spouse or qualified domestic partner, up to plan maximums, within 31 days.
- n If Layoff/RIF, may continue life insurance on a self-pay basis.



Option: Self-Pay...

n Layoff/RIF

- Eligible for PEBB “Leave Without Pay” coverage
- Continue medical, dental, and life insurance coverage for up to 29 months

n Employment Ending

- Eligible for COBRA
- Continue medical and dental coverage for up to 18 months

n For qualified domestic partners and children of qualified domestic partners not eligible for COBRA

- PEBB Extension of Coverage
- Continue medical and dental coverage for up to 18 months

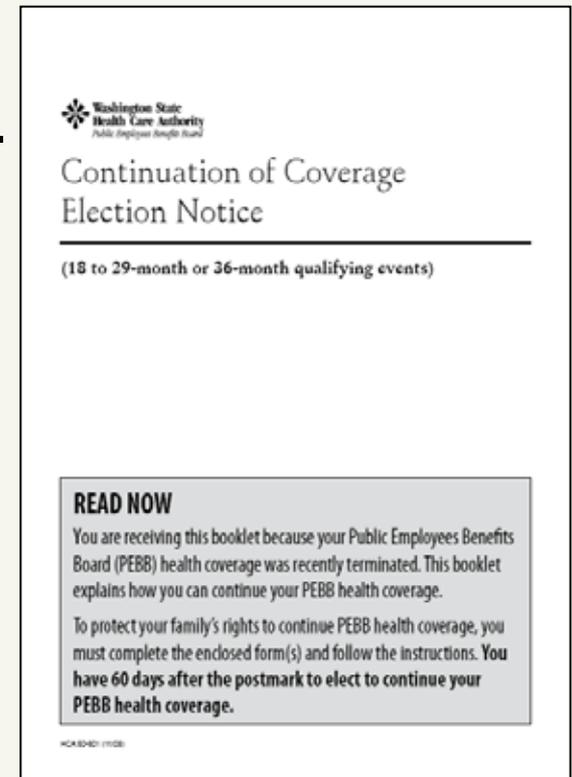


Options: Retiree Coverage

- n Must be eligible to retire (as per your retirement plan).
- n May use continuation of coverage to bridge to retirement.
- n Continue medical and dental coverage.
- n May have option to enroll in retiree life insurance coverage.

What to expect...

- n A Continuation of Coverage Packet in the mail.
- n You have **60 days** from the postmark date to enroll in coverage.
- n You may enroll your eligible dependents.
- n Self-pay rates apply.



PEBB Resources...

n The PEBB Program customer service:

1-800-200-1004

n PEBB website:

www.pebb.hca.wa.gov



WorkSource

- n **There are over 35 WorkSource Centers at various locations across the state. To find the office nearest you, go to: www.go2worksource.com**
- n **WorkSource Services for Job Seekers include:**
 - Free use of computers, copiers, phones, faxes and other career resources
 - Internet access to jobs
 - Job referral and placement
 - Workshops on how to get and keep a job
 - Information on the fastest growing jobs and wages
 - Referral to training and other community services
 - Access to Unemployment Insurance
 - Translation services and more



WorkSource

n Job Hunter Workshop Series:

- Create or update your resume/cover letter
- Seek employment outside of state government
- Learn about retraining programs
- Network
- Explore a career change
- Prepare for job interview

n For WorkSource resources online go to: www.go2worksource.com (Washington State)



Consider Educational Opportunities to Expand Your Skills

- n To see program offerings at Community and Technical Colleges and four year Universities, go to:
 - <http://www.hecb.wa.gov/quickfacts/index.asp>,
 - <http://checkoutacollege.com>, and
 - <http://www.hecb.wa.gov/quickfacts/documents/Part1forWeb.pdf>
- n Remember the application process and taking any necessary Placement Exams take time
- n Financial Aid Resources are often available
 - <http://www.hecb.wa.gov/Paying/index.asp>



Unemployment Insurance (UI)

- n Visit the Employment Security website to view rules for unemployment benefits and find out what benefits you would receive
- n Unemployment Insurance (UI) Benefits Resources
 - Website www.Go2UI.com
 - Claims TeleCenter toll free phone number: 800 318-6022
- n UI Frequently Asked Questions
 - <http://www.esd.wa.gov/uibenefits/faq/faq-ui.php>
- n Question/Answer



Tips to Avoid Delays When Applying for (UI) Benefits

- n File your initial unemployment claim online at esd.wa.gov
- n When calling the hotline (800-318-6022), it is recommended you use a landline rather than a cell phone (so as not to use up your minutes)
- n Provide complete and accurate information in your application, including:
 - Social Security number;
 - the name and address of all of your employers during the last two years;
 - the dates you worked for all of your employers and the reason you became unemployed.



Tips to Avoid Delays When Applying for (UI) Benefits (continued...)

- n If able, file weekly claims on Monday through Thursday, avoiding the Sunday rush

- n Use the automated features on the phone system (800-318-6022), Monday thru Thursday evenings for routine matters which do not require an agents assistance, examples include:
 - File a weekly claim (option 1),
 - Re-open an existing claim (option 2),
 - Find out if your check was processed (option 3),
 - Provide an address change (option 4), and
 - Obtain information about a benefit overpayment (option 6).



Employee Assistance Program - Orientation

- n Employee Assistance Program (EAP) Goals
- n Confidentiality
- n Services for You and Your Family
- n Three Phases of Transition
- n Resilience – Professional and Personal
- n EAP Contact Information
- n Question/Answer



EAP Goals

- n Help employee and/or family member identify, problem-solve and develop a plan to resolve problems and concerns.
- n Assist employee with internal and external resources and develop coping strategies for personal and/or job related concerns.
- n Consult with and support supervisors, managers and HR with job and employee situations.



Confidentiality

Exceptions by Policy or Law:

- n Imminent risk: danger to self or others
- n Abuse or neglect: children, elderly or disabled
- n Damage or destruction to state property
- n Court-ordered assessment or subpoena
- n Release of Information form
- n Formal Referral by referring agent – supervisor, manager, HR



Are You or Your Family...

- n Experiencing challenges or problems?
- n Worried about being laid off?
- n Know you are being laid off?
- n Surviving a layoff?
- n Experiencing signs of stress or distress?
- n In need of problem-solving, direction, resources?



Three Phases of Transition:

1. Ending:

How will I survive? What will I do? Where will I go?

2. Exploration:

What do I do now? Who am I?

3. New Beginning:

Is that light at the end of the tunnel?



Transition: Phase 1 – Ending

- n Anger and over-reaction
- n Betrayal and resentment
- n Fear and anxiety
- n Sadness and depression
- n Loss and grief



Transition: Phase 2 - Exploration

- n Temporary state between old and new
- n Lagging productivity
- n Confusion and chaos
- n Uncertainty and unpredictability
- n Professional and personal challenges



Transition: Phase 3 – New Beginning

- n Fear and anxiety
- n Action and creativity
- n New opportunities
- n New things to learn
- n Acceptance of a new reality



Resilience - Professional and Personal

n Five Key Attributes:

1. Positive
2. Focused
3. Flexible
4. Organized
5. Proactive



Washington State Employee Assistance Program

- n Pro-Health, Pro-Job and Pro-Performance
- n Consider contacting us for help developing an action plan of next steps, personal and/or professional
- n How to Contact Us
 - Toll Free: 877 313-4455
 - Seattle: 206 281-6315
 - Olympia: 360 753-3260
 - Spokane: 509 482-3686

Department of Retirement Systems Career Transitions

How Transitions Affect Your Retirement Accounts





What Happens When You . . .

n Leave your job

- Can you retire? (vested / eligible)
- What about your contributions?
 - § Retirement
 - § DCP
- What if you come back to work?

n Transition to a new job

- What about your contributions?
 - § Retirement
 - § DCP

Vesting and Retirement Eligibility

Are you vested?

System	Plan 1	Plan 2	Plan 3
PERS	5 SCY	5 SCY	5 or 10 SCY

SCY = Service Credit Years

**Plan 3 = 10 SCY or
5 SCY if 12 months SC earned after age 44**

Vesting and Retirement Eligibility

When can you retire?

System	Plan 1	Plan 2	Plan 3
PERS	Age 60 & 5 SCY Age 55 & 25 SCY Any Age & 30 SCY	Retirement as <u>Active or Inactive</u>	Retirement as <u>Active or Inactive</u>
	----- Age 65 & 5 SCY * Age 60 & 5 SCY	Age 65 & 5 SCY * Age 55 & 20 SCY	Age 65 & 10 or 5 SCY * Age 55 & 10 SCY

* Benefit reduced for early retirement (actuarial or percentage)



Your Retirement Benefit

- Calculation based on:
 - A designated percentage
 - Service Credit Years (SCY)
 - Average Final Compensation (AFC)

$$1\% \text{ or } 2\% \times \text{SCY} \times \text{AFC} = \text{Benefit}$$

- Defined Benefit – Guaranteed lifetime benefit
 - IRS Tax Code 401(a) & taxes due

PERS Plans 2 & 3 Early Retirement Reductions

Age at Retirement	20 or more service credit years & less than 30 SCY	30 or more service credit years member chooses %
64	91%	97% or 100%
62	73%	91% or 100%
60	61%	85% or 95%
55	37%	70% or 80%



You Leave Work But Don't Retire

■ Plan 1 or Plan 2:

- Leave contributions in your account
 - § Guaranteed benefit when eligible
- Withdraw contributions & benefit is forfeited
 - § Lump sum payment or rollover, & applicable taxes

■ Plan 3:

- Access to Defined Contribution account
 - § Manage online or on telephone
 - § Defined Benefit guaranteed if vested
 - § Four distribution options, & applicable taxes



You Leave Work or Retire

Deferred Compensation Program (DCP):

- Access to your account
- Manage account online or on phone
- Transfer money to different funds
- No transaction fees
- Five distribution options, & applicable taxes
- You can change your options in the future



You Return To Work At a Later Date

- Are you returning to the same or a different retirement system?
- Did you withdraw your Defined Benefit contributions?



Your Beneficiary Designations

- Different forms for DB, DC and DCP – verify they are current.
- Still Working **or** Separated but not Retired
 - Beneficiary form can be updated at any time
 - Survivor benefit or cash distribution
 - Use DB Access to view DB beneficiary and account information
 - Form on-line (print and mail)



Department of Retirement Systems Recap

- n Defined Benefit (DB) is guaranteed to eligible members.
- n When you leave your job, withdrawal of retirement & DCP contributions is optional.
- n Plan membership is required if eligible employment continues or resumes.



Department of Retirement Systems

Resources available to you

n DRS Web site: www.drs.wa.gov

- Access to DRS forms, publications, and account information for your Defined Benefit, Defined Contribution, and or Deferred Compensation Program.
- Access to other Web sites (SSA, PEBB, IRS)

n Call DRS: 360-664-7000 or 1-800-547-6657

- For retirement or DCP questions
- To schedule an appointment or apply for retirement



Thank you...

- n Your feedback is important to us
 - Please complete the session evaluation form

- n Stop by the tables to see what additional resources may be available, and to speak with representatives with questions.