

## Contingency Plan Meeting Notes 06.14.17

### Reminders

- Agencies should be preparing to send temporary layoff notices to employees on **June 22**.
- Weekly conference calls will continue to be held every Wednesday through the end of June.
- Templates and FAQs are posted on the contingency website: <http://ofm.wa.gov/contingency/>.

### Looking Ahead

#### ***Ro Marcus, OFM Legal and Legislative Affairs:***

Vendor template – OFM will send a memorandum and templates this week so agencies can communicate with vendors regarding possible delay of payment on contracts or leases. You can prepare letters to send to vendors in accordance with direction provided in the memo.

FAQs – Updated “frequently asked questions” will be posted to the contingency website. If you have questions related to employees or contracts, send them to [Roselyn Marcus](#) and [Jim Crawford](#). **If you have FAQs specific to your agency, please send them to Ro and Jim for review before posting them to your website. Once finalized, send the website location so we can include a link to your document on the contingency website.**

#### ***Jim Crawford, OFM Budget:***

Capital budget – You also need to notify staff whose positions are funded in the capital budget to cover the potential that a capital budget may not be enacted by June 30. Within the capital budget, please determine how the staff positions are funded – by reappropriations, new appropriations, or bonds. A bond bill may not be enacted at the same time as the capital budget, and bonds are necessary to sustain new capital appropriations.

If you haven’t already done so, please prepare information on the potential capital budget impacts to your agency. Send those impacts to OFM at [ofmadministration@ofm.wa.gov](mailto:ofmadministration@ofm.wa.gov).

#### ***Ralph Thomas, OFM Communications:***

Impacts summary – A summary of select agency impacts was sent to communications directors earlier this week. It also will be posted to the contingency website. OFM is responding to overarching questions about impacts, but will direct agency-specific questions to agencies.

Webpage for employees – OFM is creating a webpage with information for state employees in the event of a shutdown. It will be live on June 22.

#### ***Franklin Plaistowe, OFM State HR:***

New templates/FAQs – New templates and FAQs will be posted for civil service exempt employees who will have their hours reduced or whose positions have split funding.

Labor relations – OFM has received a few demands to bargain for agencies whose employees received notice.

Payroll – For the July 10 payroll, agencies should have a plan in place for processing payroll. WaTech sent out a communication on June 9 (which is posted on the contingency website).

### Questions received prior or during the conference call

Q: If the budget is not enacted by July 1, are paid employees allowed to volunteer?

A: No, employees cannot volunteer, per federal law.

Q: If a budget is not enacted by July 1, can employees be in travel status?

A: No, employees must be returned from travel status by June 30 if we do not have a budget.

Q: Will employees be covered for health insurance if they are laid off after July 1?

A: As long as employees work eight hours in July, they will be covered for health insurance.

Q: What should agencies do if they have a possible contingency plan amendment?

A: If you have an amendment, send it to OFM at [OFMBudget@ofm.wa.gov](mailto:OFMBudget@ofm.wa.gov). OFM will review the amended plan and post it to our contingency website. It is important to have the most recent plans posted.

Q: Will the email system be up?

A: Yes, the state computer system will be up and running after July 1. This week, WaTech will be sending information about cyber security.

Q: How do we ensure employees are not reading email if they are laid off?

A: Agencies need to communicate this to their employees. It is addressed in the State HR FAQs.

Q: If employees are laid off, is unemployment insurance their only option or is retro-active pay an option?

A: We cannot ensure retro-active pay. If employees are laid off, unemployment insurance would be their only option at this time.

Q: What if a budget is not enacted by July 31?

A: OFM will provide answers at a later date on questions related to health care benefits, COBRA, etc.

(Questions posed during the weekly calls are added to the FAQs posted on the website.)