

## Contingency Planning Meeting Notes

6.7.17

### Overview

- Employee temporary layoff (TLO) notice templates and Q&As are posted on the OFM website at <http://ofm.wa.gov/contingency/>.
- **Do not send notices to your employees until you receive direction from OFM** (anticipated to be June 22). The templates are provided so agencies can begin preparing their notices now.
- OFM will post an updated employee communication template to the contingency website soon. You can adapt this template for your agency.

### Looking Ahead

- Ralph Thomas, OFM Communications, is working with agency communications directors to gather information on potential impacts.
- OFM Communications/Governor's Office will handle overview/summary questions. The media may be referred to specific agencies for detailed questions.
- OFM State HR will be discussing contingency planning and answering questions at the upcoming HR Managers meeting.

### Questions received prior to the conference call

Q: Can you clarify the effect of overtime (OT) status for an OT-exempt employee if a budget agreement is reached during a workweek?

A: If OT-exempt employees are called back to work during a workweek, they will be OT-eligible for the remainder of that workweek. They will revert to OT-exempt status the following workweek.

Q: How do we handle leave requests we are receiving now for days off after June 30?

A: It is okay to approve leave, but be sure to tell employees that the approved absences could be rescinded if a budget is not enacted.

### Questions raised during/following the conference call

Q: Is it okay to send out contract notification letters next week?

A: Yes, if that is consistent with the terms of your contract. The notice requirements may vary. If you have questions, refer to our website for guidance on contingency planning for agency contracts.

Q: If my agency has employees who are borrowed from other agencies, which agency notifies the employee of the temporary layoff?

A: In most cases the home agency will notify the employee, but it is important that the HR offices from both agencies work together to confirm how the notification will be handled.

Q: Does the OFM website include contingency information from other agencies?

A: OFM has links to the agency contingency plans on the contingency website. If the media or public have specific questions about issues not covered in an agency plan, they will be referred to that agency.