

At risk of layoff? Follow these tips to get prepared:

Collective Bargaining Agreements

Locate your collective bargaining agreement's layoff Article and become familiar with the process. You cannot protect or enforce rights you don't know you have. Questions about what it means? Contact your Shop Steward, or our Union's Member Connection Center at 1-833-MCC-WFSE (833-622-9373) or email mcc@wfse.org. Find your Collective Bargaining Agreement at www.wfse.org/all-contracts.

Seniority

Check your placement on the employer's seniority list for accuracy. Contact Human Resources immediately regarding any errors, or for help locating the list.

Veteran and/or Surviving Spouse/Domestic Partner

If you are a Veteran and/or a surviving spouse or surviving state registered domestic partner, ensure that Human Resources is notified of this, and that the proper documentation is on file. For the purposes of layoffs and recall, this can add up to a maximum of 5 years' credit to your seniority. Check your Collective Bargaining Agreement to see if this applies: www.wfse.org/all-contracts.

Resume/NeoGov Profile

Update your resume and NeoGov profile, including what geographic areas and agencies you are interested in working in. Updating this information is important to ensure all possible layoff options are open to you, and to help you seek other opportunities, if preferred. See: <https://careers.wa.gov> and <https://esd.wa.gov>.

Financial Institutions

Check with your financial institution to see what planning and other resources may exist. For example, Washington State Employees' Credit Union offers complimentary financial planning consultations, a loan payment skip-a-pay program, and more.

Union Plus Home Mortgage Holders

Check with AFSCME Advantage for support resources. For example, if you've had a Union Plus home mortgage for a year or more, you or your eligible cosigner may be protected if you are out of work due to involuntary unemployment. See: <https://www.unionplus.org/benefits/home-auto/wells-fargo-mortgage-program>.

Laid off? In addition to the above, access these resources to help you through the process:

Department of Retirement Systems

Access your member account/s, learn about eligibility, and more here: www.drs.wa.gov

Employment Security Department

Apply for unemployment benefits, get help with your resume and job-seeking, and enroll in the Dislocated Worker Program here: <https://esd.wa.gov/jobs-and-training/find-job/services-laid-workers>.

Public Employees Benefits Board – Health Coverage

Although your employer will send you information about this, PEBB-eligible employees are eligible for continuing coverage upon separation. Learn more about the options and your rights at: <https://www.hca.wa.gov/pebb-benefits-admins/pebb-benefits>.

Human Resources

Contact your agency's Human Resources department and ask about:

- Resources for out-of-state employees
- All benefit and payroll questions
- Layoff options (meaning alternate positions you may qualify for)
- Employment opportunities in your agency/college/university
- Access to layoff lists and, for General Government, the General Government Transition Pool (lists you can be placed on for future re-employment)
- Your current leave balances:
 - Vacation leave is paid upon separation
 - Sick leave remains in place for up to 5 years after separation and is reinstated if you return during that time (you cannot cash it out as a result of layoff)
 - Compensatory time should be cashed out/used prior to separation
 - Personal holidays and leave days should be used prior to separation

Employee Assistance Program

The Employee Assistance Program (EAP) offers counseling services, along with a wide variety of electronic resources on topics ranging from stress management to financial counseling here:

<https://des.wa.gov/services/employee-assistance-program>.

Department of Social and Health Services

Learn more about a variety of income-based programs available to support the cash, food, and medical needs of Washingtonians here: <https://www.dshs.wa.gov/food-cash-medical>. Out-of-state employees should seek resources in their state of residence.

Washington State Labor Council

The Washington State Labor Council's workforce development department can assist with advocating for laid off workers and helping them access state and federal programs available to assist with finding employment and pursuing training opportunities. See:

<https://www.wslc.org/workforce-development/>.

Washington Career Bridge

Explore new career options and locate education and training opportunities, including resources to help with paying for school here: <https://www.careerbridge.wa.gov/>.

Union Member Only Benefits

Access union members' only benefits related to money and credit, education, home mortgage, auto and insurance, health, and legal services here: <https://www.afscme.org/member-resources/afscme-advantage> and <https://www.wfse.org/member-benefits>. You must be a member to access these benefits. If you are not, and wish to join, visit <https://www.wfse.org/join> from a personal device.

Have questions or need representation?

Contact our Union's Member Connection Center at 1-833-MCC-WFSE (833-622-9373)
or email mcc@wfse.org