

Department Header

Memorandum

To: **Employee Name**

From: **Name**
Division Director

Date: **XXXX**

Subject: Notice of Layoff

It is with regret that I must notify you of your impending layoff from your present position as **Job Class Title**, with the Department of **XXXX**, Division of **XXXXX**.

I assure you that this action reflects no discredit on your service with this department and is being taken solely due to **(add the reason for the layoff)**.

In accordance with your collective bargaining agreement, a laid off employee may have the option to displace or bump the employee with the least number of layoff points in the same or a lower job classification in the class series within the organizational unit, providing the employee slated for layoff has higher layoff points. A review of your division's organizational structure revealed that no displacement or bumping rights exist in your layoff situation. Therefore, you will be laid off effective **Date**. Please carefully read the attached material regarding your layoff rights.

You will be placed on the layoff list for the department, job class, location, and position status in which the layoff occurs. Please read and complete the "Conditions of Employment Upon Return From Layoff" form to designate the conditions under which you will accept employment. This form must be returned to the Department of Administration, Division of Personnel & Labor Relations, Recruitment Services before the effective date of layoff so that they may place you on the layoff list for the conditions you have noted. You may fax the form to (907) 465-3415 or scan it to recruitment.services@alaska.gov. Please note that if you decline a position that meets these conditions, you will lose your layoff rights. You may elect to change your conditions any time during your layoff period.

Nonpermanent positions within the department in **Location** will be reviewed to determine if you meet the minimum qualifications and if the work can be reasonably assigned consistent with the needs of the agency. If you accept nonpermanent work, you will retain layoff rights to your current classification of **Job Class Title**. Please notify me of your interest in nonpermanent work by completing the attached acknowledgement form and returning it to me within 10 working days of receipt of this notice. In the absence of a response from you within 10 working days, I will conclude you are not willing to accept nonpermanent work.

At such time you are offered a position upon recall, you are allowed 10 days in which to respond regarding your availability for work. Failure to respond will result in removing you from the layoff list and you will

lose all layoff rights. It is for this reason you need to keep the Department of Administration, Division of Personnel & Labor Relations informed of your current address. Make sure your mailing address is up-to-date to ensure timely receipt of a recall notice. If your address changes during your layoff period, use the “Address Authorization/Change Form” found on the HR form page to provide notification:
<http://doa.alaska.gov/dop/docpool/pdf/stdforms/AddressAuthorization.pdf>

Any questions you have may be directed to your department Human Resources section at (907) **XXX-XXXX** or the Division of Personnel & Labor Relations, Recruitment Services staff at (907) 465-2498. We are all here to assist you as much as possible.

Attachments: Conditions of Employment upon Return from Layoff
 Layoff Information Sheet
 Pre-Employment Certification Form

cc: **Name**, Human Resources Consultant
 DOA/DOPLR – Recruitment Services
 DOA/DOPLR – Payroll Services
 Name, Union

ACKNOWLEDGEMENT

Name: _____

Employee Number: _____

I am interested in nonpermanent work if it is available, if it is determined I meet the minimum qualifications for the position, and if it can reasonably be assigned consistent with the needs of the agency. I have attached a completed Pre-Employment Certification Form and a current application (available at: <http://doa.alaska.gov/dop/fileadmin/StatewideHR/pdf/WPAPaperApplication.pdf>) for verification of my qualifications.

Signed

Dated

I am not interested in nonpermanent work.

Signed

Dated