

## **INFORMATION FOR EMPLOYEES BEING LAID OFF LABOR TRADES AND CRAFTS UNIT**

In anticipation of questions you may have as you face layoff, the following information is provided. If you have other questions or concerns, please refer to the appropriate contact listed on below.

### **GENERAL INFORMATION**

Upon layoff, your name will be placed on the layoff list for your permanent duty station. Recalls are made in order of duty station seniority from among those employees laid-off in the same job classification. At such time you are offered a position, you must respond within:

- Fourteen (14) calendar days if you reside outside Alaska; or
- Ten (10) calendar days if you reside within Alaska.

If you do not respond to a written offer of recall within the prescribed time period, you will be removed from layoff for failure to accept a recall offer. It is for this reason you need to keep the Department of Administration, Division of Personnel & Labor Relations informed of your current address. If your address changes during your layoff period, use the "Address Authorization/Change Form" found on the HR forms page to provide notification: <http://doa.alaska.gov/dop/docpool/pdf/stdforms/AddressAuthorization.pdf>.

You will have layoff rights for a three (3) year period from your date of layoff, **unless**:

- You resign from state service;
- You fail to accept a recall offer unless unique and unusual circumstances exist;
- You fail to return from a leave of absence on the agreed date unless approval has been obtained from the employer;
- You accept a job at a different duty station; or
- You are discharged in accordance with Article 8 of the collective bargaining agreement.

If you are not recalled to employment with the state before the expiration of the three (3) year layoff period, you will be considered to have terminated without prejudice.

### **PERS/SBS/DEFERRED COMPENSATION**

Any contributions you have in the Public Employees Retirement System (PERS), Supplemental Benefits System Annuity Plan (SBS-AP) and the Deferred Compensation Plan will remain on account unless you take action to withdraw funds or collect a benefit. Prior to making the decision to withdraw funds or collect a benefit, you are strongly encouraged to consult with a Retirement & Benefits Counselor to ensure you understand the impact of your decision. You may schedule an appointment with a Retirement & Benefits Counselor by calling (907) 465-4460.

### **LEAVE**

Upon layoff you will receive a lump sum payment for your accrued personal leave balance. Every effort will be made to include your leave pay off in your final paycheck, but no later than 30 days following your layoff.

## HEALTH INSURANCE

The rules governing health coverage are controlled and determined by the Public Employees Local 71 Health and Welfare Trust. You should contact the Trust to determine your actual benefit status while on layoff. Your monthly contribution, if any, may need to be paid in order to continue coverage.

The LTC Health Trust Notification Form (*Employee Work Status Action Form*) must be completed and submitted to report the change in your employment status. Health insurance continuation information is available from the Trust. You may contact the Trust at (907)276-7611 or 1-800-446-3671 (outside Anchorage).

**Supplemental Benefits Optional Benefits (SBS):** Coverage for options you've selected remains in effect through the last day of the month in which you are last in pay status.

When you return to work for the State in any position, your SBS Optional Benefits status should be confirmed with the SBS program by calling (907) 465-4460.

## LIFE INSURANCE

To continue Basic Life Insurance coverage, you must, contact the Division of Retirement & Benefits to convert from a group to a single policy.

Optional Life Insurance participation may be continued if you are a current participant. To obtain the current rate and conversion information, contact the Division of Retirement & Benefits.

You may combine the premiums for both the Basic and Optional Life Insurance in a single payment.

## UNEMPLOYMENT INSURANCE (UI) BENEFITS

While laid off, you may be eligible for Unemployment Insurance (UI) benefits. For information about UI benefits, consult the Department of Labor and Workforce Development, Unemployment Insurance Program resources at [http://www.labor.state.ak.us/esd\\_unemployment\\_insurance/home.htm](http://www.labor.state.ak.us/esd_unemployment_insurance/home.htm)

To file a UI claim, log on to **myAlaska.com** and click on "Unemployment Insurance Benefits". For employment assistance or to register and look for work, please visit **jobs.alaska.gov** or call 877-724-2539.

## CONTACT INFORMATION

**Specific questions related to your conditions of recall** should be addressed to Recruitment Services in the Division of Personnel and Labor Relations at (907) 465-2498 or (907) 465-4789.

**Specific questions related to your payroll** activity connected to layoff should be addressed to Payroll Services in the Division of Personnel & Labor Relations at (907) 465-4056.

**Specific questions related to your health insurance** should be addressed to the Public Employees Local 71 Health and Welfare Trust at (907) 276-7611 or 1-800-446-3671 (outside Anchorage).

**Specific questions related to your Basic and/or Optional Life Insurance continuation, SBS, PERS, Deferred Compensation, Dependent Care accounts** should be addressed to Department of Administration, Division of Retirement and Benefits at (907) 465-4460.

If you have questions that do not fall within the categories shown above, you may contact your department Human Resource Consultant.

For ease of reference, contractual provisions related to layoff and recall are provided below.

#### 22.04 - LAYOFF

A. Layoffs, including reduction in force, shall be made in reverse order of duty station seniority from among those in the classification in which the layoff occurs.

B. An employee may exercise bumping rights to a lower classification in the employee's class series at the employee's duty station, provided the employee is qualified to perform the tasks of the lower classification and is not the least senior in the lower classification, and will assume the wage level of the lower classification to which the employee is moved.

C. When an employee is promoted, voluntarily demoted in lieu of layoff or transferred outside of the employee's occupational series at the employee's duty station, the employee retains seniority in the classification the employee left for three (3) years. If the employee does not return to the classification the employee left within three (3) years, the employee loses all accumulated seniority in that classification.

#### 22.05 - RECALL

A. Recalls shall be made in order of duty station seniority from among those employees laid-off in the classification in which the recall occurs.

B. Employees who exercise their bumping rights in accordance with Section 22.04.B of this Article shall retain their recall rights to the classification from which they were laid off, for a period of three (3) years.

C. Employees who voluntarily demote or transfer outside their classification series to another classification at the same duty station shall retain recall rights to the classification they vacated for a period of three (3) years.

#### 22.06 - TERMINATION OF SENIORITY

Seniority shall be terminated and the Employer-employee relationship shall be severed by the following conditions:

A. Discharge in accordance with Article 8.

B. Layoff of thirty-six (36) months duration.

C. Resignation.

D. Failure to return from leave of absence on agreed date unless approval has been obtained from the Employer.

E. Failure to return from layoff when recalled, except under unique and unusual circumstances.