

## Resources to Assist Employees Impacted by Layoffs

The state of Washington, like many states, is facing a budget shortfall, resulting in program cuts and staffing reductions. If you are impacted by a layoff, your agency HR Office and the Department of Personnel (DOP) have many tools and resources to assist you. Following are some of the resources available through the Department of Personnel:

### ***Layoff Information and Resources Checklist***

During a stressful time such as layoff, impacted employees may find themselves uncertain about what action to take. A [personal action checklist](#) was developed as a guide to help employees with suggested steps to take at various stages of the process: when notified of potential layoff, when given official notice, before leaving state service, and after leaving state service.

### ***Layoff Information Sessions***

Professionals representing retirement services, benefits, unemployment, rehire and employee assistance programs, as well as a local community college representative, present key information affected employees should know. Workshops are held two to four times per month in locations across the state. A [schedule of presentations](#) is posted on the DOP website.

### ***Website Tools and Resources***

The DOP website includes a [dedicated section with layoff information and resources](#) for both employees and employers. The site includes information on the technicalities of the layoff process, including links to rules and collective bargaining agreements, as well as a variety of tips and resources for handling stress, coping with change, managing personal finances, applying for unemployment, continuation of health care benefits, continuing education or re-training opportunities, and more.

### ***Layoff Information and Resource Center***

Call or visit our [resource center](#) for in-person or phone assistance with job search efforts:

Phone: 1-877-664-1960 or 360-664-1960 or TTY 360-664-6211

Location: 600 South Franklin in downtown Olympia

In addition to getting job search coaching and resources from DOP staff, visitors have access to computers to search and apply for jobs, and can access other online resources. Those without options for continued employment have access to the state's eLearning network to participate in a variety of on-line courses such as *Preparing as the Interviewee*, *Success Over Stress*, or *Getting Started with Word or Excel*. **Note: The center will be moving in mid-June to 521 Capitol Way South in Olympia. Please call or check our website in advance if you are planning to come to the center.**

### ***Training for Times of Transition***

Special [transition workshops and eLearning courses](#) designed to help employees through these times of transition are now being offered to managers and employees. Some workshops may be available at no charge to employees affected by layoff decisions. Please see your HR Manager for access to these free classes available for a limited time only to employees who have received formal notice of layoff. DOP can also bring these and other workshops to agency work groups for a nominal fee.