

February 14, 2000

RE: February 26, 2000 Layoff Information

Dear _____

The layoff date of February 26 is nearing. This letter communicates information regarding the filing of your unemployment claim, your benefit options, and your final paycheck receipt. This information and the enclosed documents are very important. Please review them carefully.

An unemployment claim form is enclosed. HR has arranged with the Employment Security Department (ESD) to facilitate the filing of your unemployment claim. **If you want us to process your claim, you need to complete the attached form and return it to HR by Thursday, February 17.** By doing this you will not have to call the ESD Telecenter to open your claim. If you choose not to complete your form and return it to HR, you can open your claim by telephone by calling the Unemployment Claims Telecenter at:

From ----- calling area: -----
From Olympia and other areas: 1-800 -xxx-xxxx.

For unemployment purposes, _____ will be reporting that you were laid off from your position effective February 26, 2000 due to operational/financial constraints. **On the unemployment claim form, under Section C, "Reason you are no longer working for this employer," you should mark no. 5 -- Lack of Work and the Explanation should be Laid Off February 26, 2000.**

We have also attached a form entitled "**Human Resources Checklist for Ending Employment Due to Layoff**" for you to complete and return to HR no later than **February 25**. We will use this form to process your final paycheck. A delay in returning this form could result in a delay of your final paycheck. As you review the Checklist, please keep the following points in mind:

- Your _____ provided medical and dental insurance coverage through the Health Care Authority (HCA) will end as of midnight February 29, 2000. You may continue coverage on a self-pay basis through the HCA for 29 months or you may be eligible to participate in the Washington Basic Plan.
- Life insurance coverage can be converted through HCA on a self-pay basis.
- Long Term Disability insurance cannot be converted.
- Your State Retirement (PERS) funds can be left in the system or they can be withdrawn.
- Your 401k money can be left in the plan, rolled over, or you can withdraw the funds.
- Your 457 money can be left in the plan, rolled over, or withdrawn. You must make a decision about your 457 money within 60 days of your layoff date.

- Your Air Touch Cellular Telephone Account must be paid in full and closed prior to receiving your final paycheck.
- Your final paycheck cannot be automatically deposited into your bank account. You must notify us as to whether you want to pick up your final paycheck or if you want us to mail it to your home address. A section for this notification is on the Checklist.
- Your final paycheck, issued on March 3, will include a payoff of your accrued sick leave (at the appropriate cash out rate), your vacation leave, your floating holiday leave, and your comp-time.
- You may wish to complete a new W-4 Form for federal income tax purposes since your final paycheck will include your payoff leave amounts. Forms must be returned to HR.
- You will need to return all _____ property (keys, passes, clothing, etc.) before you will be given your final paycheck.

We have enclosed brochures about your plans and some forms that you may need. During the past several weeks, many employees have already obtained these brochures and forms. If you do not need these documents please return them to HR or the Reception Desk.

Reminder, complete and return your **Unemployment Claim form by this Thursday, February 17** if you want us to process your claim. Complete and return the **Checklist to HR by February 25** to ensure your final paycheck is processed without delay.

If you want to talk with HR staff about any of this information, please feel free to contact _____, _____ or _____. We would be happy to meet with you at a time that is convenient for you.

In closing, I have enjoyed working with you during the past several years. As _____ indicated in his previous letter to you, I too hope that _____ receives additional funds in the near future and that we can recall many employees to their positions. Please do not hesitate to contact me now, or at a later date, if you have any questions. My work number is _____ and my home number is _____.

Sincerely,

Enclosures