

This is the third issue of employee questions and answers relating to the upcoming lay-off. If you have any suggestions for future employee communication issues, please feel free to contact the staff in Human Resources.

1. EMPLOYEE ASSISTANCE PROGRAM (EAP)

Reminder: The Employee Assistance Program is available to employees and their family members. Contact the EAP, 24 hours a day, 7 days a week, at **1-800-----**

2. HEALTHCARE INSURANCE - Medical, Dental and Life

Reminder: Employees being laid off are eligible to continue on a self-pay basis their medical, dental, or medical and dental insurance coverage through the State Health Care Authority. Coverage may be continued for 29 months. Sign up forms are available in Human Resources.

The Washington Basic Health Plan is also a health care option to consider. To qualify your household's income must fall within certain income guidelines. A waiting period may also apply. Contact the Basic Plan at 1-800-----.

3. UNEMPLOYMENT INSURANCE

Can I volunteer for lay-off and be eligible for unemployment?

Yes. You may voluntarily take lay-off if someone else in your same classification is scheduled to be laid off. You would be eligible to apply for unemployment, however, you would not be eligible for recall.

4. DEFERRED COMPENSATION PLANS - 401k & 457

Who can I talk to about my 401k or 457 plan?

For 401k Plan information, contact _____, or _____.

_____ and _____ can also answer 457 Plan questions, or you may contact:
Peter Hoerber, Retirement Plan Specialist at ICMA-RC Services Inc., 2405 Evergreen Park
Dr SW STE B-4, Olympia WA 98502-6000, (360) -----Voice Mail: 1-800-----, Ext. ---, E-
Mail: -----

5. RECALL LIST

If I voluntarily elect to be laid off, am I eligible to be recalled to my position?

No, you would be considered laid off but would not be eligible for recall.

6. JOB SEARCH

Don't forget about free training sessions offered at the Employment Center on -----.
Contact ----- at -----if you want information about the modules, about training opportunities, about availability of training funds, etc.

7. ADDITIONAL QUESTIONS

If I have more questions, who in the Agency can I see to get help?

Your Department Director is available to you. Feel free to contact him or her.

In addition, _____, _____, _____ and _____ in the Human Resources Department are available to answer employment and benefit questions.

HR Contact Person

Voice-Mail

E-Mail

The information contained in this document is based on the research we have completed to-date, and/or on the decisions made by the Senior Management Team. Some information was obtained from outside sources. Changes may be necessary based on new or additional information.

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