

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

October 3, 1995

HUMAN RESOURCES MEMORANDUM 12-95

TO: Agency Heads, Directors of Administrative Services, Agency Personnel Officers and Managers, Departmental Outplacement Coordinators

SUBJECT: Notification to this Bureau of Employees to be Laid Off

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The purpose of this memorandum is to clarify the procedures that departmental support and outplacement coordinators and departmental personnel offices must follow in order to inform this Bureau of the layoff of an employee.

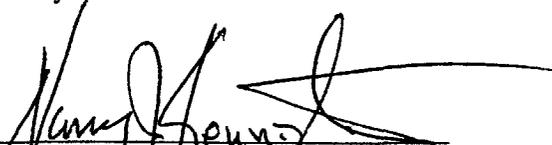
Due to the bumping procedures that agencies must follow, employees are notified and given bumping options, if any, in several "rounds". In each of these "rounds" some employees are identified who will be laid off, and other employees are identified who elect to displace other employees.

As these "rounds" of notices and the exercise of bumping options progresses, the final disposition of certain employees is known and other employees continue to be impacted by further "rounds".

This Bureau must receive notice of the final disposition for each employee who is affected by reductions in force as soon as this is known. This information must be sent to this Bureau, ATTN: Barbara Lord, by the use of Form PER 14, "Official Notice of Layoff". These forms are prepared by Agency Personnel Offices. Agencies may fax these forms (FAX number 287-4414), in order to ensure the quickest possible notification.

These forms will be used by our Certifications unit to establish the correct employment rights for the employee and to notify the Statewide Outplacement Coordinator of those employees who are to be laid off. **Please do not send PER14's for any employee prior to determining the employee's final disposition. This Bureau cannot provide proper services to employees unless their final disposition is known.**

Thank you.



NANCY J. KENNISTON, DIRECTOR
Bureau of Human Resources

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