

## Agency Instructions for Templates

Attached are templates of temporary layoff notices and Questions & Answers (Q&A's) for your employees who may be temporarily laid off should there not be operating or capital budgets enacted by July 1<sup>st</sup>.

Instructions:

- **Please do not send any layoff notices until directed to by OFM.**
- A broadcast email notice will suffice for all employees potentially affected. However, if you have employees who are out of the office on leave (FMLA, Military, Shared Leave, etc.) and not available by email, you will need to have an alternate means for delivery of the notice.
- Send all **represented employees** being temporarily laid off the appropriate represented notice and Q&A.
- Send all **Non-represented employees** being temporarily laid off, including WMS employees, the appropriate non-represented notice and the non-represented Q&A.
- Send all **exempt employees** being temporarily laid off the appropriate exempt notice and exempt Q&A.
- **Once again, do not send any layoff notices until directed to by OFM.**

All agencies should be working on employee notification lists. You will need to pay particular attention to employees who are out of the office on leave (FMLA, Military, Shared Leave, etc.) and not available by email.

If you have questions regarding the represented employee notice, contact OFM Labor Relations at [labor.relations@ofm.wa.gov](mailto:labor.relations@ofm.wa.gov). If you have questions regarding the non-represented or exempt notices, contact OFM State Human Resources at [Rules@ofm.wa.gov](mailto:Rules@ofm.wa.gov).