



Washington State Department of Transportation

Once you have received a formal written layoff notice:

- Review the options (if any have been identified) in the layoff notice and respond within the timeframe(s) outlined in the letter.** Contact: Your designated [Human Resource Consultant](#) whose name is identified in your layoff letter.
Note: While it is important to consider the financial and career impact of the options you are provided, declining an option may cause you to be ineligible for unemployment benefits.
Web resource: www.esd.wa.gov/uibenefits/ Toll free: 800 318-6022 TTY: 800 365-8969
- Consider getting your name on your agency's internal layoff list** (For Local 17 Employees)
- Consider getting your name on the statewide layoff list** (For Local 17 Employees)
Most general government employers use the layoff lists maintained centrally by Department of Personnel. For more information, please contact the [Recruitment, Transition and Career Services Unit](#) or you can apply directly with the [Department of Personnel](#).
- Go to the Employment Security website to view rules for unemployment benefits and find out what benefits you would receive.**
Web resource: www.esd.wa.gov/uibenefits/
Toll free: 800 318-6022 TTY: 800 365-8969
- If you are a member of a union, consider contacting your union representative and reviewing your collective bargaining agreement.**
Web resource: <http://www.ofm.wa.gov/labor/agreements/default.asp>
- If you believe a violation of state rules, agency policy, or the provisions of a collective bargaining agreement occurred, speak with your local human resource office and review your rights to file an appeal or grievance.**
Contact: [Agency HR Office](#) or Union Representative
Web resource (for non-represented employees):
<http://www.dop.wa.gov/more/DirectorsReviewsAppeals/PRBAppeals/Pages/default.aspx>
- Consider your retirement eligibility and/or options.**
Web resource: www.drs.wa.gov
Phone: 360 664-7000. Toll free: 800 547-6657. TTY: 360 586-5450
Note: If considering retiring, determine if your employer participates in VEBA which may assist with medical costs. Contact: Your designated [Human Resource Consultant](#) whose name is identified in your layoff letter.