



## Layoff Toolkit

The Office of State Employment Relations has assembled a number of informative materials to provide state agencies with assistance and guidance during the layoff process. The following resources are included:

- *Wisconsin Human Resources Handbook* Chapter 232, Permanent Layoff of Nonrepresented Employees  
<http://osер.state.wi.us/docview.asp?docid=1266>
- *Wisconsin Human Resources Handbook* Chapter 234, Alternatives to Permanent Layoff of Nonrepresented Employees  
<http://osер.state.wi.us/docview.asp?docid=1267>
- *Wisconsin Human Resources Handbook* Chapter 236, Employee Referral Service for Employees on Layoff or At-Risk of Layoff  
<http://osер.state.wi.us/docview.asp?docid=1351>
- Layoff of Represented Employees Bulletin OSER-0236-CLR/LR (includes sample at-risk notification letters)  
[http://osер.state.wi.us/bulletins/bulletin\\_get.asp?bid=457](http://osер.state.wi.us/bulletins/bulletin_get.asp?bid=457)
- Sample At-Risk Notification Letters (see attachments in Bulletin OSER-0236-CLR/LR)  
[http://osер.state.wi.us/bulletins/bulletin\\_get.asp?bid=457](http://osер.state.wi.us/bulletins/bulletin_get.asp?bid=457)
- Sample Union Notification and Employee Layoff Letters  
<http://osер.state.wi.us/docview.asp?docid=1274>
- Alternatives to Permanent Layoff of Represented Employees Bulletin OSER-0237-CLR/LR  
[http://osер.state.wi.us/bulletins/bulletin\\_get.asp?bid=458](http://osер.state.wi.us/bulletins/bulletin_get.asp?bid=458)
- Agency Layoff Reporting form  
<http://osер.state.wi.us/docview.asp?docid=7080>
- Frequently Asked Questions and Answers for the “At-Risk” Employee  
<http://osер.state.wi.us/docview.asp?docid=1278>
- Active Official subtitles  
*Contact the DMRS HR Consultant assigned to your agency for a current list.*
- Union Contacts  
<http://osер.state.wi.us/docview.asp?docid=1279>
- Restoration from Layoff Form  
<http://osер.state.wi.us/docview.asp?docid=1230>
- Effect of Layoff on Fringe Benefits (ETF Document)  
<http://etf.wi.gov/employers/wrschap18.pdf>
- Layoff Benefits: Health Insurance Premiums Paid from Accumulated Sick Leave for Represented and Non-Represented Employees CLR/POL 77  
[http://osер.state.wi.us/bulletins/bulletin\\_get.asp?bid=89](http://osер.state.wi.us/bulletins/bulletin_get.asp?bid=89)
- Eligibility of Formerly At-Risk Employees for WISCERS OSER-0141-MRS  
[http://osер.state.wi.us/bulletins/bulletin\\_get.asp?bid=358](http://osер.state.wi.us/bulletins/bulletin_get.asp?bid=358)