

Employee Services
 155 Cottage Street
 Salem, OR 97301
 (503) 378-3622
 (503) 378-6879 fax

E-mail:
DASemployeeservices.apps@das.state.or

Web site:
<http://oregon.gov/DAS/OP/EmployeeServices.shtml>

INSTRUCTIONS TO EMPLOYEES:

Return signed forms to DAS Employee Services at the address, fax number, or e-mail above. (An e-mailed form represents a signature.)

Layoff / Recall Options – SEIU Represented Employees

Initial Trial Service

You must return this form within seven (7) days. If the seventh day falls on a Saturday, Sunday or holiday, return the form by the next business day. (See instructions at left.)

Employee Name	Date
Classification/Class # C	Employee ID #
Layoff Service Date	Home Geographic Area

I have indicated below, in priority order (where 1 is my highest priority and 3 is my lowest priority), the option(s) I select under the layoff process: (Select at least one option.)

If I have enough seniority (layoff service date), I elect to displace (bump) a trial service employee with the lowest seniority in a position in the same classification and geographic area for which I qualify.

If I have enough seniority (layoff service date), I elect to demote to one of the three classifications (prioritized below) in lower salary ranges for which I am qualified as a trial service employee within the same geographic area. ***I have attached an updated PD 100 (application) and a list of classifications for which I qualify.***

Priority 1 _____
 Priority 2 _____
 Priority 3 _____

I elect layoff.

By contract language you will be restored to the eligible list from which certification was made if the eligible list is still active.

Criminal Background Checks

DAS requires a LEDS check for most DAS positions. In addition, certain positions and divisions require an additional background check through CJIS (FBI).

 Employee Signature

 Date

Round # _____

ES Staff initial: _____