

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

E-mail:  
[DASemployeeservices.apps@das.state.or](mailto: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**

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 4 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) the employee with the lowest seniority in a position in the same classification and geographic area for which I qualify.
  - If NO positions are accessible under the option above,** I elect to displace the employee with the lowest seniority in any classification with the same salary range in which I previously held regular status, including predecessor classification.
  - 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 qualify 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.

**Recall Rights**

Under contract, you will automatically appear on the recall list for your home geographic area. You may elect to be placed on the recall list for other geographic areas. If you separate from DAS, you may also elect to be placed on a secondary recall list for other SEIU/OPEU-represented state agencies that use the classification from which you were laid off.

<b>Select all Geographic Areas of Interest to you:</b> (Applies to DAS positions only)  <input type="checkbox"/> Salem/Portland <input type="checkbox"/> Eugene/Springfield <input type="checkbox"/> Pendleton	<b>Secondary Recall List</b>	
	Agencies	Cities
	_____	_____
	_____	_____

Round # \_\_\_\_\_

ES Staff initial: \_\_\_\_\_

**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