

Interagency Placement Screening Form – Yellow Form

The Yellow Form is provided to employees when they are notified that they will be affected by layoff. This form provides employees with :

- (1) an opportunity to find employment with other state agencies while the agency is considering if internal placement options are available;
- (2) preference to other classified vacancies in Executive Branch agencies that are in the same or lower Pay Band as their current positions and for which they are minimally qualified; and
- (3) preference over any external applicant that applies for the position.

Using the Yellow Form:

- ✓ Employees may use the Yellow Form for the period of time between date of notification of impending layoff and before the date of actual layoff.
- ✓ Employees must complete the Interagency Placement Screening Form (Yellow Form) and apply for vacancies at other Executive Branch agencies prior to the closing date. Employees must indicate on the application form that they have a yellow form and submit the form timely, as requested by the agency.
- ✓ Positions must be in the same or lower Pay Band as current position.
- ✓ Employees may apply for positions posted for internal, state only, or general public recruitment.
- ✓ Employees will receive preference over any external applicant, but not internal applicants, including wage employees.
- ✓ Employees must be minimally qualified.
- ✓ Salary is determined using the non-competitive voluntary transfer or non-competitive voluntary demotion pay practices.
- ✓ Employees accepting positions by using the Yellow Form will not be placed on the former agency's recall list.
- ✓ Employees may refuse employment offers with other agencies and retain placement options and severance benefits if eligible.
- ✓ Employees accepting a position using the Yellow Form may not use the form again to obtain another position.

Preferential Hiring Card – Blue Card

The Blue Card is issued to employees on the day before their leave without pay-layoff (LWOP-layoff) status becomes effective. The Blue Card provides employees with preference during LWOP-layoff to classified vacancies in other Executive Branch agencies that are in the same Role as their former position and for which they are minimally qualified. Employees receive preference over any external applicant and wage employees of the agency.

Using the Blue Card:

- ✓ Employees may use the Blue Card during the period of LWOP-layoff.
- ✓ Employees must apply for vacancies at other Executive Branch agencies before the closing date using the State application. They must indicate on the application form that they have a Blue Card and submit the card timely, as requested by the agency.
- ✓ Positions must be in the same Role as the employee's previous position.
- ✓ Employees may apply for positions posted for internal, state only, or general public recruitment.
- ✓ Employees will receive preference over any external applicant and agency wage employees.
- ✓ Employees must be minimally qualified.
- ✓ Salary is determined using the non-competitive voluntary transfer pay practice.
- ✓ Employees accepting positions using the Blue Card will be removed from the recall list.
- ✓ Employees may refuse employment offers with other agencies and retain placement options and severance benefits if eligible.
- ✓ Employees accepting a position using the Blue Card may not use the card again to obtain another position.

Policy amended 10-1-14 to eliminate Re-employment Opportunities (Re-Op) Pool.

Recall

The placement of an employee demoted in lieu of layoff, placed with a lower salary or placed on leave without pay-layoff into a position that is in the employee's pre-layoff Role, salary, and agency. Recall is intended to make the employee whole.

- ✓ Employees have recall rights for up to 12 consecutive months from the effective date of layoff, demotion in lieu of layoff, or salary reduction due to layoff.
- ✓ Employees are recalled to positions in order of seniority.
- ✓ Recall rights cease if an employee
 - accepts a position that is in the same or a higher Pay Band as the former position and the employee's salary meets or exceeds the pre-layoff salary;
 - the employee resigns or is terminated under Standards of Conduct; or
 - the employee retires.
- ✓ Employees may decline recall if it results in relocation or results in a salary lower than the salary of his or her former position.
- ✓ Recall rights and severance benefits, if applicable, cease if an employee declines recall to a position in the same Role as his or her former position that does not require relocation or a salary reduction.
- ✓ Recall is managed by agency Human Resource staff.