



COMMONWEALTH of VIRGINIA

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MEMORANDUM

TO: Human Resource Directors

FROM: Sara R. Wilson

SUBJECT: PMIS Revisions For Layoff Transactions

Please distribute the following information (PMIS Broadcast Message) to agency staff responsible for the coordination of layoffs, and for the keying of layoff and benefit transactions into PMIS and BES. The process for keying layoff transactions is being revised in order to accurately report the number of employees affected by reductions in the workforce and the impact. The expected date for completion and implementation is January 2003. During the interim agencies should follow the procedures listed below. If you have any questions please contact the help desk at <http://web1.dhrm.state.va.us/itech/>.

PMIS Broadcast Message

In light of state budget cuts and Governor Warner's announcement regarding pending layoffs, DHRM has been working to update the PMIS and BES transactions used to process layoffs. Completion of this process is expected in early January 2003. In the meantime, we have developed the following interim process for reporting layoffs:

Use PSE128 for these Layoff categories:

- Placement Options Only
- Severance and Placement Options
- Severance and Service Retirement
- Severance Only
- TWFR – Reduced Hours
- TWFR – Unpaid

Use PSE049 for Demotion in Lieu of Layoff

Use PSE111 with WTA code 32 for Enhanced Retirement

Use PSE118 for Retire In Lieu of Layoff

Use PSE017 for Transfer in Lieu of Layoff

Coming soon: Requirement that agencies record date that employee is notified of impending layoff. New PMIS code being developed.

A brief description of each layoff category may be found on the DHRM website at www.DHRM.state.va.us. If you have questions, call the Help desk or visit <http://web1.dhrm.state.va.us/itech/>.

A Brief Description Of Each Layoff Category

Layoff: Placement Only (PSE128)

Certain part-time classified and part-time and full-time restricted employees are eligible for layoff benefits only according to Policy 1.30, Layoff. Layoff Benefits include placement options within the employee's agency; preferential employment consideration prior to layoff in other agencies (Yellow Form); recall; preferential hiring in other agencies during leave without pay-layoff (Blue Card); and Re-Op Pool. See Policy 1.30.

Layoff: Severance Only (PSE128)

Provides severance benefits to eligible part-time classified and full-time and part-time restricted employees who have been involuntarily separated from state service by Layoff, and who are not eligible to receive Layoff Benefits. Severance benefits include: severance payments; and continued state contribution toward health and life insurance premiums; or the enhanced retirement option. Part-time employees are only eligible to receive severance payments and continued contribution towards life insurance premiums. See Policy 1.57.

Layoff: Severance and Placement (PSE128)

Provides layoff and severance benefits to eligible full-time and part-time classified and restricted employees who have been involuntarily separated from state service by Layoff. Layoff Benefits include placement options within the employee's agency; preferential employment consideration prior to layoff in other agencies (Yellow Form); recall; preferential hiring in other agencies during leave without pay-layoff (Blue Card); and Re-Op Pool. Severance benefits include: severance payments; continued state contribution toward health and life insurance premiums; or the enhanced retirement option. Part-time employees are only eligible to receive severance payments and continued contribution towards life insurance premiums. See Policy 1.30 & 1.57.

Layoff: Severance and Service Retirement (PSE128)

Full-time classified and restricted employees who have been involuntarily separated from state service, and who are eligible to receive severance payments, continued state contribution toward health and life insurance premiums also may service retire during leave without pay-layoff. Employees receiving healthcare benefits will be retained on the agency's group until leave without pay-layoff expires. See Policy 1.57.

Layoff: Temporary Work Force Reduction – Reduced Hours (PSE128)

Temporary Work Force Reduction (TWFR) permits agencies to reduce employees' work hours temporarily and reduce employees' salaries commensurately. Such reductions are limited to no more than 690 hours in a 365-day period and certain employee benefits are protected during the period of reduction. See Policy 1.65.

Layoff: Temporary Work Force Reduction – Unpaid (PSE128)

Temporary Work Force Reduction permits agencies to place employees in a non-working status temporarily. Such reductions are limited to no more than 690 hours in a 365-day period, and certain employee benefits are protected during the period of non-working status. See Policy 1.65.

Layoff: Reduction To Part-time Within The Same Agency (PSE221))

A full-time classified position may be reduced to part-time status (minimum of 20 hours per week) in order to achieve required savings, or to respond to changed workload patterns. If the employee chooses to remain in the part-time position, he or she is eligible for recall rights and continuation of health benefits for one year. If an eligible employee declines to remain in the part-time position, he or she may be eligible for layoff and severance benefits. See Policy 1.30.

Enhanced Retirement (PSE111)

Enables employees eligible for severance benefits to choose the enhanced retirement option. The DHRM website includes a WTA calculator for determining VRS service credits. Form VRS-11 must be completed and forwarded to VRS.

Employee Actions in Lieu of Layoff (PSE049, PSE017, PSE118, See Below)

Employees eligible to receive layoff benefits may be offered placement options that result in demotion in lieu of layoff or transfer in lieu of layoff. If the employee is eligible to retire he or she may elect to service retire. Employee is not eligible for severance or enhanced retirement option.