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WAFWP Member

Re: At Risk Notice

Dear WAFWP Member:

It is our understanding that you recently received an "at risk" notification from the Agency. It is important that you complete the skills and abilities assessment as thoroughly as possible. We are encouraging you to email a draft of this assessment to me for review prior to turning it in to Human Resources.

If you receive a layoff notice, we are asking that you send us a copy of that letter by fax or email. Please keep in mind that if you reject your formal option and request an informal option you cannot return to your formal option.

In order to facilitate our representation of you in this matter if you can provide us with the following information:

1. What option you were provided;
2. If you believe it is the most appropriate layoff option, i.e., the least senior person within your class, within your program and/or within the state;
3. If the option is acceptable to you;
4. If the option is not acceptable as it is offered, but could be if it were relocated or another modification made to the position;
5. If you are rejecting this option, do you have a proposed informal option which complies with the contract? (i.e., is there a position within your job classification which you have the skills and abilities to perform that is currently held by a less senior employee? Or is there a position which you have the skills and abilities to perform in a lower classification in which you previously held status which is either vacant or held by a less senior employee?)

The more information you can provide to us the better our ability to advocate on your behalf. We recognize that this may be a very stressful time for you and we will do all we can to help mitigate the stress.

Please send your information to Russell Rogers, WAFWP President at [president@olympen.com](mailto:president@olympen.com) and Rhonda Fenrich, WAFWP attorney at [rhonda@ggfm.com](mailto:rhonda@ggfm.com). Remember you may use department email to contact us regarding this issue, although we would highly encourage you to use home email as your work email is a public record.

Sincerely,

GARRETTSON, GALLAGHER, FENRICH & MAKLER, P.C.



Rhonda J. Fenrich

RJF:tmb

cc: Russell Rogers, WAFWP President