

Reduction in Force Resources

This resource guide provides information and tools related to agency layoff and reduction in force procedures. The resources are organized by the representation of the employee impacted by layoff or reduction in force. Select a topic title below to be directed to resources related to that topic.

Planning Documents

These resources may help agency human resources divisions prepare for anticipated layoffs and reduction in force.



Management Service Resources

Resources and templates specific to management service employees.



Classified Unrepresented Service Resources

Resources and templates specific to classified unrepresentative service employees.



Represented Resources

Resources and templates specific to represented employees.



Employee Resources

Resources for employees impacted by layoff and reduction in force.



Planning Documents

Agencies may use these resources and examples to prepare for a layoff or reduction in force.



[Example Management Service Action Plan](#)

[Example Classified Unrepresented Action Plan](#)

[Example Represented Action Plan](#)

[Example Administrator and HR Talking Points for Layoff Meeting](#)

[Example Layoff Tracking Spreadsheet](#)

[Workday Layoff Reports](#)

[Layoff Articles – All Collective Bargaining Agreements](#)

[CHRO Policy 50.025.01 Layoff/Removal \(Management Service & Classified Unrepresented\)](#)

[CHRO Policy 50.025.01 Layoff/Removal Policy Addendum](#)

[CHRO Policy 40.035.01 Unclassified Service Employment, Investigation and Termination](#)

[Mandatory Priority Lists Recruiter Guide](#)

[Mandatory Priority Lists Quick Reference Guide](#)

[WorkSource Oregon Employer Services Flyer](#)

[Federal Funding Guidance for Agencies](#)

Management Service Resources

Agencies may use these resources and examples for reductions in force including management service employees.



[Sample Layoff Letter](#)

[Example Special Performance Evaluation Form- Fillable](#)

[Management Service & Classified Unrepresented Layoff FAQ](#)

Classified Unrepresented Service Resources

Agencies may use these resources and examples for reductions in force including classified unrepresented service employees.



[Sample Layoff Letter](#)

[Example Service Credit Calculator](#)

[Example Service Credit Worksheet](#)

[Management Service & Classified Unrepresented Layoff FAQ](#)

Represented Resources

Resources and templates specific to represented employees.



[Temporary Assignment End Template](#)

[Limited Duration Assignment End Template](#)

[Initial Layoff Notification Letter Template](#)

[Reassignment of Central Workplace Template](#)

[Displacement Letter Template](#)

[Layoff Notification Letter Template](#)

[Employee Layoff Option Selection Form Template](#)

Employee Resources

Agencies may share these resources with employees impacted by layoff or reduction in force.



[Example Exiting Employee Resources and Information Document](#)

[Unemployment Insurance Flyer](#)

[How To Apply for Unemployment Insurance Benefits Flyer](#)

[Guide for Laid Off Workers in Oregon](#)

[How to Update Your Workday Worker Profile for Recruitment Consideration](#)

[Secondary Recall List Form](#)

Additional Questions

For questions related to represented employees, please reach out to your agency Labor Relations Manager or the general LRU email.



LRU Contract Administration Assignments

Email: LRU@das.oregon.gov

For questions related to management service and classified unrepresented employees, please contact the CHRO policy team.

Email: CHRO.Policy@das.oregon.gov