

Presented by:

Kieth Banta

MSA Human Resources

Involuntary Reduction of Force Information Session

Agenda

- Welcome & Introductions – *Kieth Banta*
- Beryllium Program Info – *Lynda Senger*
- Exit Packet & Exit Processing – *Kieth Banta*
- Basic Separation Benefits – *Kieth Banta*
- HEWT Benefits – Non-Retirement Eligible – *Lynn Ramos*
- HEWT Benefits – Retirement Eligible – *Lynn Ramos*
- Questions & Answers/Wrap-Up – *Kieth Banta*

Exit Packet Contents

- Clear Sheet Protector
 - Notification Letter
 - Exit Process Information Sheet
 - Exit Clearance Form
 - Termination/Release/Reassignment Checklist
 - Personal Benefits Statement
 - Election of Displaced Worker Medical Benefits
 - HEWT Severance Pay Allowance/Deferral Form
 - Reduction of Force Tax & Pay Information
 - Severance Pay Summary Plan Description
 - Reimbursements Reminder Checksheet

Exit Packet Contents (continued)

- Colored Folder – Left Side
 - ROF Benefits (Right side for CHPRC)
 - ROF Exit Interview Form
 - Self-Select Exit Interview Questionnaire (if applicable)
 - ROF Concerns Questionnaire
 - 3161 Benefit Eligibility Review
 - Benefits Address Change (A-6002-058)
 - Beryllium Information Booklet/Scheduling Card

Exit Packet Contents (continued)

- Colored Folder – Right Side
 - Who to Contact
 - A Few Words About Job Loss
 - Contractor Transition Outplacement Assistance Brochure
 - LifeHelp Brochure (UBH)
 - Employee Concerns Program Brochure
 - HEWT Employee Assistance Program Brochure (CSCHOHS)
 - Building Trades National Medical Screening Program
 - National Supplemental Screening Program
 - Important Websites
 - US DOL – Energy Employees Occupational Illness Compensation Program Act – Hanford Energy Compensation Resource Center

Exit Packet Contents (continued)

WorkSource Packet

■ Left Side

- WorkSource Works!
- Free Microsoft e-Learning!
- Welcome to WorkSource Columbia Basin
- Dislocated Worker Program
- On-the-Job Training
- Workshop Schedules

■ Right Side

- Apply for Unemployment
- Rebuilding Your Future
- Surviving a Layoff
- Unemployment Eligibility Info
- Unemployment FAQ's

Exit Processing

- Exit Processing (9/17 – 9/27)
- 2425/2420 Stevens Center Place
 - Bring Checkbook
 - Complete forms before you come (Left Side of Folder)
 - Benefits Consult/Make Benefits elections
 - HR Exit Interviews
- Surrender Security Badge at 3790 /2420Building
- Dosimetry Review
- Medical Questionnaire/Beryllium Counseling with CSCHOHS
- Others in Programs – Physical Exams/Whole Body/Chest Counts at CSCHOHS/PNNL Facilities

Basic Separation Benefits

- EM Virtual Contractor Transition Services Center (www.workforce.psa-inc.com)
- Outplacement Assistance - *WorkSource*
- Employee Assistance Program – *EAP / UBH Life Help*
- Extended Medical Benefits – *DWMB / COBRA*
- Severance Pay

Severance Pay Details

- Severance Pay up to 20 weeks max
 - Must have completed one year of service to be eligible
 - 1 week's pay for each completed year of service
 - ¼ week's pay for completed quarters of service
 - Example:
15 years and 7 months service = 15 ½ weeks pay
 - Withholding:
 - Supplemental Tax Rate: 25 % Federal Income Tax
4.2 % Social Security Tax (up to \$110,100)
1.45 % Medicare Tax
30.65 % Total Supplemental Withholding
 - Applies to: Severance Pay, PTB Cash Out, Stipend Pay

Severance Pay Details (continued)

- Deferral
 - May take upon exit or defer severance pay six months from exit date
 - Advantages
 - Tax implications if the payout occurs in next tax year
 - If you expect to be rehired within six months, saves repayment
 - Severance Pay Deferral
 - Complete section on Severance Pay Allowance form and submit during Exit Interview

Who to Call With Questions

MSA

- Kieth Banta – 373-5891
- Kadi Bence – 376-1413
- Susan Hiller – 372-2335
- Juliet Rohrer – 372-2488

CHPRC

- Alicia Knox – 376-6229
- Becky Smith – 376-0084