

**DISCLAIMER:** Our church accepts no liability for the content of this document, or for the consequences of any actions taken on the basis of the information provided. It is your responsibility to verify the information. You should consult with an attorney if you have any concerns about any of the information provided here. None of the information provided should be considered as providing any legal advice or opinion for any particular employment situation.

## Basic Information about Layoffs

### I. Your Company may provide you with the following benefits

#### a. Worker Adjustment and Retraining Notification (WARN) (if applicable)

[http://www.edd.ca.gov/Jobs\\_and\\_Training/Layoff\\_Services\\_WARN.htm](http://www.edd.ca.gov/Jobs_and_Training/Layoff_Services_WARN.htm)

(if Plant closing, layoff or relocation of **50 or more** employees within a 30-day period regardless of percentage of work force. Relocation is defined as a move to a different location more than 100 miles away. [California Labor Code Section 1400 (c) and (d)])

WARN provides protection to employees, their families, and communities by requiring employers to give affected employees and other state and local representatives notice 60 days in advance of a plant closing or mass layoff. Advance notice provides employees and their families some transition time to adjust to the prospective loss of employment, to seek and obtain alternative jobs and, if necessary, to enter skills training or retraining that will allow these employees to successfully compete in the job market.

#### b. Documents

- Reduction In Force (RIF) notification letter
- RIF notification release & waiver
- Age Discrimination in Employment Act (ADEA) report (if you over age of 40)
- Summary of Involuntary Separation Plan
- COBRA: extension of health insurance provided by your employer, you may need to pay by yourself.  
*President Obama signed the Economic Stimulus Bill on Tuesday 2/17/09. The Economic Stimulus Bill included health insurance for laid-off workers. If you lost your job after September 1, 2008, you can apply to have the government cover part of your Cobra payments. For nine months, the government will pay for 65% of your medical premiums.*  
<http://www.msnbc.msn.com/id/29240632/>. Please contact your companies HR department for more information.
- List of HR and benefit phone numbers
- 401K/Pension options

#### c. Severance Package (if applicable):

- Most companies won't give you your severance payment until you have signed the waiver to release your right to sue the employers for wrongful termination. Check the date that you need to respond by.
- If you receive COBRA Premium Payment as part of your severance package benefits, then you need to make sure to **sign up for COBRA yourself. Your company will not sign up for you!!** Don't miss the deadline.

### II. California unemployment insurance (UI)

<http://www.edd.ca.gov/>

#### a. Benefits

<http://www.edd.ca.gov/Unemployment/Eligibility.htm>

[http://www.edd.ca.gov/unemployment/Extended\\_Benefit\\_Information.htm](http://www.edd.ca.gov/unemployment/Extended_Benefit_Information.htm)

Regular UI benefit    Maximum of 26 weeks with \$450/week. This comes out to a maximum payment of \$11,700. And you can file for extensions after your initial maximum of 26 weeks.

First extension        20 weeks or 80% of the maximum benefit amount of the regular claim

Second extension     13 weeks or 50% of the maximum benefit amount of the regular claim

#### b. Contact

English 1-800-300-5616, Mandarin 1-866-303-0706

Cantonese 1-800-547-3506, TTY (Non-voice) 1-800-815-9387  
Monday - Friday, 8 a.m. to 5 p.m.  
Mondays and Tuesdays are the busiest days.  
For fastest service, you may wish to call on Wednesday through Friday.

c. File claim:

1. To file a claim, you must call by Friday of the week you became unemployed to receive credit for that week.
2. The first week after you file your claim is normally the waiting period
3. **The waiting period cannot begin until the claim is filed.**
4. An individual must complete a claim form **every two weeks**, sign and date the form, and return it to the Department for payment.
5. You need the following information to file a UI:
  - Last pay check stub
  - Employer's address and phone number
  - Your social security number

d. Training

- **California Training Benefits (CTB):**  
This program allows eligible UI recipients to retrain from new occupations while receiving their benefits. Individuals approved for CTB training do not have to: look for work, be available for work, or accept suitable work.
- **Training Extension Claims:**  
An extension of CTB training benefits may be available beyond your regular UI claim while you are in approved training. To be eligible for extended training benefits, you must ask for information about CTB or apply for CTB training approval with EDD no later than the 16th week of UI benefits pay. Your UI claim award is 16 weeks or less, so you must ask for information or apply before you receive the last UI benefit check. To file an extended training benefits claim, call EDD or file on-line by visiting EDD's Web site at [www.edd.ca.gov](http://www.edd.ca.gov).

You may select a training program on your own (if approved by EDD) or attend Workforce Investment Act (WIA), Employment Training Panel (ETP), CalWORKS or Trade Adjustment Assistance funded training and continue to receive weekly UI benefits.

To find out more about training available in your local area, as well as the name and address of the One-Stop Career Center nearest you, call the America's Service Locator Toll-Free Help Line at 1-877-US-2JOBS (1-877-872-5627) or visit EDD's Web site at [www.edd.ca.gov](http://www.edd.ca.gov).

- **Workforce Investment Act Programs (WIA):** If you are out of work and need job training, or if you need to brush up on existing skills, WIA programs may be able to help you. California's WIA services are provided through the One-Stop Career Centers, under the policy guidance of the Local Workforce Investment Boards. The WIA offers education and job skills training programs for economically disadvantaged adults and youth. Special training and skills upgrade programs are available for workers who are out of work because of plant closures or work force reductions, and summer programs for youth to help them stay in school.
- **Employment Training Panel (ETP):**  
If you are claiming UI Benefits, or have exhausted such benefits and are unemployed, or you are likely to lose your job because your employer plans to reduce operations, you may be eligible for ETP approved training. View the ETP Web site at [www.etp.ca.gov](http://www.etp.ca.gov) for a list of currently-funded training opportunities.

e. Workforce SERVICES

The EDD's One-Stop Career system integrates employment and training programs and provides flexible solutions at more than 200 service locations throughout California. There is never a fee for services to job seekers or employers. Workforce Services include:

## JOB LISTINGS

Using CalJOBSSM, EDD's on-line job and résumé bank, job seekers can access thousands of job listings 24 hours a day, 7 days a week. Job seekers can create a résumé on-line and if qualified, refer themselves to employers for consideration. CalJOBSSM is simple to use and can be used at the office, at home, or from any location with Internet access.

## JOB SEARCH ASSISTANCE

The EDD, in partnership with your local One-Stop Career Center, offers a variety of workshops on such topics as job search training, résumé writing, and interview techniques. In addition, EDD can refer you to resources within the community including training, education, and other supportive services.

- f. **KEEP A GOOD RECORD OF ALL YOUR PAPERS and job search details!!!**  
You will need them for an extension.

## III. CCICMV support

- a. Join CCIC Job\_Care network group to receive current job openings through CCIC's body of Christ.
- email Shirley Lin [slin.ccic@gmail.com](mailto:slin.ccic@gmail.com) for the request or
  - send an email to [CCIC\\_JobCare-subscribe@yahoogroups.com](mailto:CCIC_JobCare-subscribe@yahoogroups.com)
- b. Support group:  
Regular meetings for information exchange, prayer support and sharing of job search tips. Contact Church office 650-968-2900 ext 0 or email Jerry Yu [jerry.m.yu@gmail.com](mailto:jerry.m.yu@gmail.com)

## IV. Other Tips:

- Read your Exit Package very carefully
- Have a copy of your recent pay stubs
- Have a copy of your current 401K/pension balance (if applicable)
- Have a copy of your stock options and find out all the deadlines. (if applicable)
- Have copy of your ESPP. (if applicable)
- Print out any performance reviews you want to keep.
- Print or e-mail other personal material to yourself.
- Connect with as many networking groups as you can.
- Start exploring linkages through LinkedIn.
- Get a list of fellow co-worker emails and phone numbers
- Make doctor, dentist, surgeon, chiropractor and orthodontist appointments before your COBRA starts.
- Apply for credit cards and home equity lines of credit during the notification period, before you leave your job. Do this as soon as possible. You may never need or use these, but they're a lot easier to get now than in six months.
- Gather all your Health Care Spending Account (HCSA) and Dependent Care Spending Account receipts and submit them NOW. All refundable services have to be date before your last day of emplacement.
- Go to monster.com, hotjobs.com and dice.com and post your resume.