



STATE OF ARKANSAS
**Department of Finance
and Administration**

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**OUTPLACEMENT
&
RE-EMPLOYMENT ASSISTANCE**

I. Outplacement Assistance Center

- A. Beginning a job search process is critical for all employees who have received written notification that they are to be affected by a workforce reduction. Agency human resources staff and the Arkansas Department of Workforce Services will assist all such employees. The Arkansas Workforce Services Department, through its existing programs and statewide facilities, will be the primary source of outplacement assistance for affected employees. The Governor has commissioned Workforce Services to set up an Outplacement Assistance Center for this purpose. Workforce Services will provide the physical facility for outplaced employees that will include computers, phones, fax machines, and resume software. In addition, Workforce Services provides the WhataJobMatch web site, <http://www.ajb.org/ar> that allows users to identify their individual skills and quickly match them with suitable job vacancies throughout the state. Employees who would like to utilize this service, should schedule an appointment with the Dislocated Worker Program by calling 501-682-1818.
- B. Outplacement services will also include:
- Assistance with resume preparation
 - Access to state job vacancies plus other job sites, e.g., America's Job Bank, etc.
 - Referral to Workforce Centers skills assessment and re-employment plan
 - Job Search Workshop
 - Job search brochures and literature
- C. Outplacement services listed above will be made available to state workers affected by workforce reduction in remote/outlying areas either via the Workforce Services office closest to the employee's work location or via the Workforce Services/Workforce Ed Mobile Van. Maps and listings of Workforce Services Department locations may be obtained at the agency's website, http://www.accessarkansas.org/esd/LocalOffices/A_esdoffices.htm.
- D. The Office of Personnel Management will serve as support to the Department of Workforce Services for this critical Outplacement Assistance Center. State agencies are

to provide the Office of Personnel Management information necessary to establish, update and maintain a database of all employees affected by the workforce reduction.

II. Special Reemployment Consideration

- A. Prior to advertising any vacant position following a workforce reduction, all agencies are to review the list of employees eligible for special reemployment consideration and conduct interviews with those employees whose experience and education meet the minimum qualification requirements of the vacancy. Agencies will be allowed to forego regular advertising requirements, as stated in Governor's Policy Directive 8, should the interview result in selection of an employee who has been terminated due to a workforce reduction.
- B. A list of employees eligible for special reemployment consideration will be maintained and made available by the Office of Personnel Management and the Employment Security Department.
- C. Within all state agencies, employees affected by a workforce reduction are to receive special reemployment consideration pursuant to Section IV(A). If the vacancy is not filled by an outplaced employee and the agency wishes to receive other applications for consideration, the vacancy must be posted on the official Arkansas employment website at <http://www.arstatejobs.com>.
- D. If the affected employee declines an interview or job offer that is equal to or higher than the job classification, grade and salary held at the time of written notification of the workforce reduction, the job is comparable in scope of responsibility and duties as position previously held, and the job offered is within a reasonable commuting distance from the applicant's home, special reemployment consideration will be forfeited.
- E. Special reemployment consideration will be extended for a period of 12 months from the date of termination. If affected employees decide to retire or apply for retirement after receiving an official written notice of the workforce reduction, special reemployment consideration will not be extended.
- F. An employee who has established veteran's preference and is affected by the workforce reduction shall be eligible for reemployment within a period of time no less than the continuous period of his or her service in a department or agency, provided that he or she has been certified by the department or agency director as meeting the current minimum qualifications of the position to which he or she is being reemployed. Arkansas Code Annotated §21-3-305.

III. Completing the State Application

- A. Whether or not an employee terminated due to workforce reduction chooses to use the outplacement assistance center, the first and most important step for them, after learning

of a state job vacancy, is to complete a State of Arkansas Employment Application. It is essential to provide detailed information regarding work history and education. Failure to complete the application in full detail may result in the employment application's not being forwarded to a hiring official. If assistance is needed to complete the employment application, agency human resources staff can provide guidance on how to best present credentials in order to maximize chances for employment. Employment applications may be supplemented with a resume, but all sections of the application should be completed with as much detail as possible. The employee should retain copies of the application for use in applying for future vacancies.

- B. If assistance is needed to acquire dates and salaries for jobs held with the State of Arkansas, agency human resources staff can provide the information. Agencies may contact OPM Classification and Compensation staff or OPM payroll staff for employee information, as necessary. Affected employees may want to review their personnel files as well. State policy allows employees to access their personnel files. Agencies may require advance requests, in writing, to view a personnel file.
- C. The State of Arkansas Employment Application form is available at <http://www.arstatejobs.com> and all Department of Workforce Services offices. The application may be completed on-line or in hard copy form and sent to the agency where the job vacancy exists.
- D. Employees affected by the workforce reduction may also access comprehensive information regarding State government job vacancies at <http://www.arstatejobs.com>. Job vacancy information is also available at all Department of Workforce Services local offices.