



DISTRIBUTION DATE: 1/31/12
City Administrator's Office

MEMORANDUM

TO: HONORABLE MAYOR &
CITY COUNCIL

FROM: Andrea R. Gourdine
Director, Human Resources Mgmt

SUBJECT: Assistance for Laid Off Employees

DATE: January 30, 2012

City Administrator
Approval

Deanna Juba

Date

1/30/12

INFORMATION

City staff has taken a proactive approach to provide assistance to employees who are being laid off due to the loss of redevelopment funding. The Department of Human Resources Management (DHRM) in coordination with the Oakland Public Industry Council (PIC), ComPsych Guidance Resources (our Employee Assistance Program vendor), and the Western Federal Credit Union has collaborated to provide the following services:

- DHRM: Employee Benefits Information, COBRA, Deferred Compensation, Retirement information, and Employee Assistance referral
- Finance Agency: Payroll information
- PIC: Career self-assessment, job search techniques and resources, resume writing and interview skills, from the Employment Development Department – unemployment insurance benefits, from Healthy Families – low cost health care information, and from Money Management, Intl. – credit & personal budgeting information.
- Western Federal Credit Union – possible financial assistance for members in consolidating loans, prioritizing loans, etc. based on an FAQ document

The next scheduled sessions will occur at 150 Frank Ogawa Plaza on February 3, (2nd Floor) and on February 7, 8, and 9 (6th Floor). All sessions are scheduled each day from 10 am – 12:00 pm and 2 pm – 4 pm.

Employees that are impacted by the layoffs and eligible for retirement may consider retiring from the City. Generally we request that employees considering retirement contact the DHHR, so that we can assist them through the process. Employees are advised to apply for retirement with an effective date three months in advance. However, employees have the option of bypassing the City and directly contacting PERS. It can take approximately three months to be enrolled in the PERS system and receive the first check. The wait is extremely challenging for employees who have a need to quickly retire and have insufficient funds to cover the gap.

PERS timeline:

- PERS sends prospective retiree a letter acknowledging receipt of their application about three weeks after receipt of the application.
- Approximately 1-2 months later, PERS sends a second letter informing the retiree of the amount they should expect and the expected date of receipt of their first check. That date is usually 2 weeks after the date of the letter.
- Retiree receives the first check not necessarily on the 1st of the month. Checks thereafter are issued on the 1st of the month.

Unemployment Compensation:

An employee who is laid off may be eligible for unemployment insurance compensation. However, for employees whose reason for leaving the city is "retirement" they will not be eligible to receive unemployment compensation. EDD does not pay unemployment to fill the gap between the last City pay and the first pension payment. Employees subject to lay off may choose to file for unemployment and then subsequently may decide to file for retirement.

Payroll Related Payouts

Upon termination, the City pays the employee their accrued vacation and comp time. In addition, generally, for employees with 10 or more years of service, most are subject to sick leave pay-out equivalent to 1/3 of their sick leave balances.

Finally, we have recently been informed that Wells Fargo Bank is offering its services to employees with current mortgages who have been laid off to possibly assist with restructuring or refinancing mortgage loans. Staff will be reaching out to other financial institutions to inquire of their assistance to employees that have been impacted by pay concessions and potential layoff. We continue to make every effort to provide our employees with the resources required to support them in transitioning to other employment as humanely as possible.

Respectfully submitted,



ANDREA R. GOURDINE
Director, Dept. of Human Resource
Management

For questions please contact Yvonne Hudson, HR Manager, Retirement & Benefits,
yhudson@oaklandnet.com or (510) 238-2913.