

Information and Resources for Displaced Employees

Current economic conditions mean some employees are being faced with separation due to the abolishment of their positions. The information below will assist you if you are directly impacted by separation. It is intended to be a guide and does not replace the need for you to work closely with your agency's personnel office about your specific situation. The information is arranged into three primary categories:

- Once you have received a formal written separation letter.
- Before leaving state service.
- After leaving state service.

There is no standard response for everyone's options because everyone's employment and personal situation is different. Please review this information thoroughly; however, keep in mind some of the information may not apply to your situation.

Personal Action Checklist

Once You Have Received a Formal Written Letter of Separation:

- Attend an Employee Meeting on Outplacement Services.**
Web resource: <http://dbm.maryland.gov/employees/Pages/DisplacedStateEmployees.aspx>
Phone: 410-767-4932. Toll free: 800-705-5493. TTY: Use Maryland Relay Services, 800-735-2258.
- Review job opportunities with other State agencies through www.dbm.maryland.gov.**
- Visit the Maryland Job Service Careernet One Stop Center in your area for assistance with your job searches or for other additional resources.**
Web resource: www.dllr.state.md.us/county/
- Consider scheduling a career advisory appointment.** The Recruitment and Examination Division will offer employment and career advisory services to individuals who, as a result of separation, are interested in finding alternative employment in Maryland State government. Individuals will meet with Recruitment and Examination Division staff for assistance in identifying positions for which they may qualify for the purpose of reinstatement. Individuals also will be informed of other positions for which they appear qualified and eligible to apply for the purpose of reinstatement. A State application or resume should be completed and brought to the appointment. Phone: 410-767-4932. Toll free: 800-705-5493. TTY: Use Maryland Relay Services, 800-735-2258.
- Consider getting your name on comparable eligible lists to receive priority consideration for reinstatement.** Placement on eligible lists as a separated candidate certifies that the separated employee is eligible for consideration. It does not guarantee re-employment. Please visit our [Online Employment Center website](#). Click on the link for layoffs/reinstates/transfers. Find the link for pending layoffs and separations. Click on that link and follow the directions for submitting an application. You should select your current classification and submit an application.
- Go to the Department of Labor, Licensing and Regulations website to review rules for unemployment and find out what benefits you would receive.**
Web resource: www.mdunemployment.com
Phone: 410-949-0022, TTY 410-767-2727. Toll free: 800-827-4839, TTY 800-827-4400
- Consider your retirement eligibility and/or options.**
Web resources: www.sra.state.md.us
Phone: 410-625-5555. Toll free: 800-492-5909

Before Leaving State Service:

- Take your personal days if you are eligible.**
- Schedule an appointment with your agency HR representative to:**
 - Ensure your personal information is accurate in the payroll system.
 - Verify leave balances and eligibility for payment of unused annual leave.
 - Make sure you have a copy of your most recent earnings statement.
- Determine deferred compensation balances.**
Web resource: www.msrp.state.md.us
Phone: 410-767-8740. Toll free: 800-543-5605.
- Determine healthcare options:**
 - **Learn how to continue your medical benefits.**Web resource: www.dbm.maryland.gov
Phone: 410-767-4775. Toll free: 800-307-8283.
- If participating in other benefit programs, determine your options:**
 - **Health Care Spending Accounts**
 - **Dependent Care Spending Account**Web resource: www.dbm.maryland.gov
Phone: 410-767-4775. Toll free: 800-307-8283.

After Leaving State Service:

- Apply for unemployment and explore any available retraining options.**
Web resources: www.mdunemployment.com or www.dlir.state.md.us/county/
Phone: 410-949-0022, TTY 410-767-2727. Toll free: 800-827-4839, TTY 800-827-4400
- Apply for continued health coverage through COBRA.**
Web resource: www.dbm.maryland.gov
Phone: 410-767-4775. Toll free: 800-307-8283.
- Keep your contact information current on eligible lists.**
Phone: 410-767-4850. Toll free: 800-705-3493. TTY: Use Maryland Relay Service, 800-735-2258.
- Consider whether or not to access deferred compensation contributions.**
Web resource: www.msrp.state.md.us
Phone: 410-767-8740. Toll free: 800-543-5605.
- Determine if you would like to withdraw retirement contributions.**
Web resources: www.sra.state.md.us
Phone: 410-625-5555. Toll free: 800-492-5909

For additional resources visit:

<http://dbm.maryland.gov/employees/Pages/DisplacedStateEmployees.aspx>