

For collective bargaining covered employees

About Placement

Many collective bargaining agreements contain placement provisions to help employees continue their commonwealth careers and maintain benefits. Each agreement is different, so refer to your own collective bargaining agreement for information specific to your situation.

Generally, placement opportunities include:

- entry level classifications in the bargaining unit from which you have been furloughed
- entry level classifications in any bargaining unit covered by the same contract in the same agency from which you have been furloughed
- previously held or lower level classifications in the same classification series

Once you submit your placement questionnaire, your information is maintained and compared to vacant positions across the commonwealth.

Opportunities are based on information you provide on your questionnaire, placement provisions in your collective bargaining agreement, your seniority relative to others who are furloughed, and the date you are furloughed.

Offers are generally for positions in equal or lower classifications to your most recent job with the commonwealth.

You will only receive one placement offer. If you decline, you will not receive additional opportunities.

If you require an accommodation due to a disability at any point in the process, including completing the questionnaire, please contact your agency's human resource office. If you are offered a placement, you will be provided with contact information to arrange an accommodation for your meet and greet.

To be placed:

1. **Contact your agency HR office to see if you have placement rights.**
2. **If so, complete the furlough placement questionnaire provided by your agency.**
3. **Submit it to your agency's human resource office.**
4. **Respond before the specified deadline to any placement offer you receive.**

If an appropriate position is identified, you will be notified by certified mail. The notice will contain information on the position.

An agency may request a meet and greet to verify your qualifications.

You will be provided a deadline by which to respond. If you do not respond or reject the offer, you will not be offered future opportunities.

Notify your agency and the Bureau of State Employment *in writing* if your address, phone number, county of availability, or interest in a temporary position change after you submit the questionnaire.

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Completing the Furlough Placement Questionnaire

You only have to complete the top half of the questionnaire. The rest will be completed by your agency's human resource office after you return it to them. Be sure to complete all three sections, sign and date the form!

Section 1: Name and Address

Complete this section correctly and completely; this information will be used to contact you about job offers.

Section 2: Temporary Availability

If you indicate "YES" and are placed into a temporary position you retain your right to be placed in a permanent position. If you accept a temporary placement, you will receive medical and leave benefits.

If you indicate "YES" but decline an offer for a temporary position, you will lose placement rights.

If you indicate "NO" it will not affect your placement into permanent positions.

Section 3: County Availability

You will only be evaluated for positions in the geographic areas you select. Selecting a wide geographic area may increase the likelihood of being placed. Be sure, however, to consider the possibility of travel or relocation before indicating availability in a county or for statewide employment. You may not limit availability to a certain city or facility within a county. Your selections can be changed only once and not after you have received a job offer.

Additional Information

You are encouraged to attach additional information like a resume, a personal data sheet or a civil service application. Details about your education, experience, and skills may increase the chances that you will receive an offer.

Can I look for a job on my own?

You are strongly encouraged to look for additional jobs on your own. Placement rights only give you opportunities for very specific positions. You may be qualified for other civil service and non-civil service positions that you have to apply for on your own.

How long do my placement rights last?

This typically depends on your collective bargaining agreement. However, your rights do end if you are recalled to your former position, receive a placement offer, or retire.

Am I guaranteed placement?

No. You will only receive an offer if a position for which you are eligible and qualified is vacant.

What if I am offered a lower pay range than the job I had before?

Most collective bargaining agreements allow for placement into positions of *equal or lower pay scale*. Only you can decide if you will accept lower pay. Remember though, if you decline an offer you lose rights to additional opportunities.

Can I be placed into a civil service job?

If you have held regular civil service status, you will be evaluated to determine whether you qualify for both civil service and non-civil service positions once you submit the furlough placement questionnaire.

Questions? Contact your agency human resource office.