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**Contractual rights you should know**

If you were laid off from a MAPE-represented position, you are entitled to MAPE’s help at any time, on any issue related to your layoff. This remains true even if you are no longer paying dues to MAPE. As your rights evolve, we will continue to be your advocate.

**At the time of layoff**

* You are entitled to remain on health insurance for six months, with the State continuing its contribution, so your premiums won’t change during that time
* Your vacation leave up to 260 hours will be paid out to you in cash
* You will also receive severance pay (in cash) per Article 13 in our contract: 40% of your first 900 hours of accumulated sick leave, and 12.5% of all hours over 900

**Recall from layoff**

You are automatically placed on what’s called a layoff list, but this does not automatically make you eligible to be recalled to any vacant job. Instead, it only entitles you to be recalled to a job in:

* Your same seniority unit (there is a list of [seniority units](https://mape.org/mapes-contract-working/appendix-d-seniority-units) at the back of the MAPE contract)
* Your same job classification
* Your same geographic location (within 35 miles)
* Your same employment condition (full-time, part-time)

You have the right, by contacting Minnesota Management and Budget in writing, to be placed on additional layoff lists for:

* other geographic locations
* other state agencies, or other departments/seniority units within a state agency
* other classifications, if you have previously served in them
* a different employment condition (full-time, part-time)

For all of these, you can pick and choose which ones you are willing to accept. You can change these at any time by writing MMB.

You remain on the layoff list for a minimum of one year, up to your years of state seniority or a maximum of four years. However, if the State offers to recall you from layoff and you refuse, you can lose your right to remain on the layoff list. Contact your MAPE business agent if you receive a recall offer and aren’t sure how to respond. We always have your back.

(More resources on page 2)

 **Other Resources to Help You**

[Unemployment Insurance](http://mn.gov/uimn-stat/app_apply_for_benefits/) – You may be eligible for unemployment insurance. Your fellow MAPE members staff the UI office, and while they can’t offer you special treatment, many of them will be happy to talk about the process. Reach out to us and we can connect you.

[Dislocated Worker Program](https://mn.gov/deed/job-seekers/recently-unemployed/layoff/dwp-overview.jsp) – The Department of Employment and Economic Development runs a Dislocated Worker Program, which is designed to be a sort of one-stop shop for information on retraining programs, job sites and other career development. MAPE members help in this program, too. You can also find a lot of resources in the [CareerForce](https://www.careerforcemn.com/), which is also overseen by DEED.

[Health Insurance](https://www.mnsure.org/help/tips/index.jsp) – MNsure is the best place to find health insurance options if you are still without insurance after six months.