

Recall and Outplacement Instructions for Non-Contract Employees

Recall

Non-contract merit-covered employees are eligible for recall to the job class and employing unit from which laid off. You must identify the counties you are willing to work in your employing unit by completing the Recall and Outplacement Application.

Eligibility for recall will expire if you decline an offer of a job, or after one year of recall eligibility has expired.

Outplacement

To apply for outplacement a current employment application must be on file with DAS-HRE and a Recall/Outplacement Application form must be completed electronically or by paper application.

Online Application: Complete a new application or update your existing State of Iowa application in BrassRing:

1. Go to <http://das.hre.iowa.gov/iowa.jobs.promo.html>
2. Select the Add/Update Resume/Application option

Once your application is on file, DAS-HRE will e-link the Recall/Outplacement Application form to you to complete.

Paper Application: Complete the paper Application for State Employment and Recall/Outplacement Application form, and fax it to (515)281-7970, or mail it to:

DAS-HRE Employment Bureau
Hoover State Office Building
1305 East Walnut, Level A
Des Moines, Iowa 50319-0150

On the Recall/Outplacement application, list the class code and full title for each job class for which you are applying (example: 00025-Secretary 1). You may apply for up to 15 job classes for which you are qualified. Leave the "Job Titles" field blank on the State of Iowa Application, unless you are also applying for a specific Job Vacancy Number.

If you apply for a job that requires a typing test, you will not be referred for that job class unless you have passed the required typing test. If you need to take a typing test, you will receive a notice. You may test at Iowa Workforce Development Centers, high schools, temporary employment offices (e.g., Olsten or Kelly), private companies, or area community colleges. The passing score for the typing test is 40 wpm. Submit your passing score to the address above.

Keep a copy of your outplacement form for your records. You will receive written notification of all job classes for which you **do not** qualify. You will not receive written notice of the ones for which you do qualify.

Your eligibility for outplacement will expire if you decline an offer of a job from outplacement or your two years of eligibility has expired.

You may change your information on your outplacement application at any time. Indicate that the change is to your outplacement record only. The requests for change must include your name and the change requested. Changes might include:

- Adding/removing job classes
- Adding/removing counties
- Changing shift availability
- Changing name, address, phone number

If you want to make changes to your state application, contact DAS-HRE through U.S. mail, email, or by calling the automated call processing system at 515-281-3087.

If you would like assistance completing the DAS-HRE Recall and Outplacement form, contact your agency's Personnel Assistant or contact DAS-HRE at 515-281-5889.