
From: Fewel Teresa
Sent: Thursday, May 14, 2020 8:47 AM

Subject: RIF/Layoffs

Principals,

As you are working with your budget and determine that you will need to enact the RIF policy and have identified the position/person that would be terminated, you must reach out to HR and OCS. HR will work with you in making sure that all the appropriate steps are taken to layoff the person(s) and all applicable policies and procedures are followed. HR can assist with a template lay off letter that will include information about unemployment insurance. **Please contact Matt Boswell in HR at 206 264-2083 or mattb@seattlearch.org. before finalizing any decision.**

Holy Spirit guide us, bless us, and keep us!

Terri

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