

**Missouri Department of Transportation**  
*Kevin Keith, Director*

573.751.2551  
Fax: 573.751.6555  
1-888 ASK MODOT (275.6636)

January 16, 2013

**HAND DELIVERED**

Name  
Address  
City, State Zip

Dear Mr. XXXX:

This letter serves as written confirmation of the decision to separate your employment with the Missouri Department of Transportation effective March 31, 2013, due to material changes in the organization, including elimination of some positions. As you are aware, the Missouri Highways and Transportation Commission approved the Bolder Five-Year Direction plan due to decreased funding levels, which resulted in less available work. This plan includes a reduction in the department's salaried workforce.

Due to these changes, this letter also serves as advance notice that you will be laid off. You will continue to work in your present capacity through January 31, 2013, unless you opt to leave earlier than that date and use accrued annual leave or compensatory leave through January 31, 2013. On February 1, 2013, you will enter into paid administrative leave status. You will remain in this status through March 31, 2013; however, you will not actively work or report to a MoDOT facility during the period of paid administrative leave (February 1, 2013 through March 31, 2013). While on paid administrative leave, you will continue to be paid at the same rate of pay you currently receive. You will also receive retirement creditable service during this period of paid administrative leave. Contributions that the department makes for you as an active employee (contribution toward health insurance coverage, life insurance, and disability coverage) will continue while you are on paid administrative leave.

Along with this letter, you are receiving, by hand delivery, a packet of information. Within the packet you will find an updated reference letter you may provide to potential employers. It explains that your departure from MoDOT is due to layoff. You will also find various resource materials such as how to file for unemployment benefits, information on the



Name  
January 16, 2013  
Page 2

Employee Assistance Program (EAP), and information on what happens regarding your retirement and medical plan benefits.

You will receive your last regular paycheck for paid administrative leave on April 15, 2013. A final paycheck issued on April 30, 2013, will cover any lump sum payment due to you for annual leave, compensatory time, and/or overtime pay. Effective April 1, 2013, you will no longer be eligible for department-paid medical and life insurance benefits. If you have questions about your insurance benefits, including continued medical coverage as a vested person or under COBRA, you may call the Employee Benefits office at 1-877-863-9406. For questions regarding retirement benefits and eligibility dates, you may call the MPERS office at 1-800-270-1271.

The department's EAP continues to be available to you for a period of three months following the lay-off date of March 31, 2013. If you wish to speak to a confidential counselor at ComPsych, the department's EAP provider, please call 1-800-808-2261 prior to June 30, 2013, the last date services will be available to you through ComPsych.

You will need to return all MoDOT property including cell phones, pagers, keys, ID cards, Sonitrol cards, uniforms, etc., to your supervisor by the end of business on January 31, 2013.

Please note that because the grounds for your separation are a layoff, you are not entitled to appeal this decision to the Director of Audits and Investigations for a review of the underlying merits of the decision. Please refer to Personnel Policy 2100, "Grievance Procedure," or Personnel Policy 2103, "Formal Termination Hearing."

Sincerely,

Name  
District Engineer or Division Leader

Enclosures  
c: Sharon Golden-hr  
Micki Knudsen-hr