

# SAMPLE

(Name &Address)

Dear \_\_\_\_\_:

This letter is to confirm your eligibility for the Kansas Employee Preference Program. Under the program, you are eligible for appointment to any vacant classified benefits eligible position for which you qualify that is listed on the Vacant Position Announcement that is at the same pay grade or a lower pay grade than the pay grade of your current position.

Your current position is classified as (identify position classification), at pay grade (identify pay grade). You are entitled to exercise this preference for any announced classified position equal to or lower than pay grade (identify pay grade) for which you meet established minimum requirements. You may use this preference until you are appointed to a benefits eligible position at the same or lower pay grade, or for 12 months from the date you are laid off, whichever comes first.

It will be your responsibility to review the state's Vacant Position Announcement to identify a position or positions in which you might have an interest, and to contact the Recruiter listed to express your interest. You will need to tell the Recruiter you are eligible for Employee Preference and you will need to provide a copy of this letter.

You will be required to interview for positions in which you express an interest. The purpose of the interview is to determine if you are still interested in the position after you have heard more about it, and to provide the employer with an opportunity to assess your ability to successfully manage the duties and responsibilities of the position. I encourage you to be careful to consider only those positions in which you believe you will be successful.

Under the program, employers are entitled to petition the Director, Office of Human Resources to not be required to appoint any individual who employers believe cannot successfully manage the duties and responsibilities of a particular position. If you express an interest in a position and, after the interview, you continue to be interested in that position but the employer does not believe you can successfully manage the duties and responsibilities of the position, you will be contacted by the Director of the Office of Human Resources, or his representative, to advise you of this circumstance and the process that will be used to make a final determination.

If more than one employee contacting the employer is eligible for Employee Preference, the employer may require eligible employees to compete for the position and is authorized to select the employee determined to be the most qualified. If you are not selected, you will retain your right to preference.

You are also entitled to apply for unclassified positions or classified positions that represent a promotional opportunity, but you may not use this preference for those types of positions. As indicated above, once you are selected for and appointed to any benefits eligible position, you will no longer be entitled to Employee Preference.

I appreciate your good work and the contributions you have made, and I wish you every success in finding a comparable position. At anytime you have questions about your rights under the Kansas Employee Preference Program, or if you need assistance in your job search, please contact (name of HR Director).

Sincerely,

Appointing

Authority