





KIM REYNOLDS, GOVERNOR

CHRIS COURNOYER, LT GOVERNOR

March 23, 2026


Department of Management

RE: Notice of layoff


Due to reorganization, it is necessary for the Department of Management to reduce its number of employees. A layoff plan has been prepared and approved in accordance with the rules of the Department of Administrative Services – Human Resources Enterprise (DAS-HRE), IAC 11-60.3.

At the end of your work hours on April 20, 2026, you will be laid off and placed in layoff status. If you are not scheduled to work on April 20, 2026, your last workday will be your last scheduled shift before April 17, 2026.

You will not have bumping rights associated with this reduction in force.

You are eligible to use Employee Assistance Program (EAP) services for 30 days after layoff.

Please contact Department of Management, Human Resources Bureau Chief, Robert Hansen 515-657-1191 with questions.

You will be placed on recall for your layoff class without any action needed on your part.

Sincerely,



Kraig Paulsen, Director

cc: Human Resource Consultant, Supervisor, Employee file

I have received a copy of this notice.
