



June 9, 2026

[Redacted]

Department of Management

RE: Notice of layoff

[Redacted]

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 August 3, 2026, you will be laid off and placed in layoff status. If you are not scheduled to work on August 3, 2026, your last workday will be your last scheduled shift before July 31, 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 at (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
Kraig Paulsen (Jun 8, 2026 12:37:56 CDT)

Kraig Paulsen, Director

cc: Human Resource Consultant, Supervisor, Employee file

I have received a copy of this notice.

Employee Signature _____

Date _____