

### **What will happen to impacted employees?**

The human resources office and supervisors will work together with employees impacted by a layoff. Impacted employees will be given as much advance notice as possible.

### **If I am laid off, how much notice will I receive?**

Per Board of Regents Regulation R04.07.110. Layoff, Recall, and Release, exempt employees will receive at least 3 months notice. Non-exempt (hourly) employees will receive at least 4 weeks notice.

### **If my job is eliminated will there be any assistance in finding another job in the university? Will I have priority in applying for a position?**

Potential layoff employees will be considered for vacant positions for which they are qualified within their department. The Human Resources office will also assist employees to find employment within the university system. Employees are eligible to be considered as internal applicants for any other position, if qualified, but do not have priority for any vacant positions outside their department.

### **How long after a layoff do I have health coverage?**

An employee remains covered by the University health plan through the remainder of the calendar month in which the layoff becomes effective. The employee will be provided notice of their opportunity to continue health coverage under COBRA. Other benefits, including life insurance, long-term disability, and optional survivor benefits, will cease on the effective date of the layoff. The employee may apply for conversion of health insurance, life insurance, and/or long-term disability insurance during the first 31 days following the effective layoff date.

### **Will I get my sick leave back if I am rehired?**

Employees who are rehired into a leave-eligible position within three years after layoff will have their previously accrued sick leave reinstated. You will not receive any payment for your sick leave balance.

### **What happens to my annual leave if my employment is terminated after the layoff?**

The salary equivalent of unused annual leave, up to a maximum of 240 hours, will be paid upon termination from the university. Anyone transferring from a position that provides annual leave to one which does not will have their accumulated balance, up to a maximum of 240 hours, paid to them at their current rate of pay.

**What will happen to my sick and annual leave accrual rates if I transfer to another UA job?**

If you transfer to another UA leave-eligible position prior to the end date of your current position, your annual leave accrual rates will remain the same. Sick leave accrual rates do not change.

**How do I check my retirement balances (ORP or PERS)?**

Please contact the vendor you selected to administer your retirement accounts. They will have the current balances. You must be terminated from all UA employment for 45 days before being eligible to receive a distribution of your Pension or ORP account(s), or 60 days for PERS.

**What education benefits do I have after layoff?**

If participating in the tuition waiver program, an employee and dependents may complete those courses in which they are enrolled at the time of layoff.

Employees impacted by a layoff are eligible for a tuition waiver of up to 15 credits per semester. The waiver can be used at any university campus, for a period of up to two years from the effective date of layoff, up to a maximum of 60 credits.

If you transfer to another UA benefits-eligible position prior to the end date of your current position you will continue to be eligible for the standard tuition waiver.