

Layoff FAQs for Employees

GENERAL

General Resources for Employees:

UCF Human Resources

HR Employee Relations Section

Faculty Affairs

407-823-2771

407-823-2771

407-823-5420

askhr@ucf.edu

1. **What is a layoff?**

A layoff is the involuntary termination of an employee due to the elimination of the employee's position.

2. **Can I be laid off?**

Yes. Employees can be laid off as a result of adverse financial circumstances; reallocation of resources; reorganization of degree or curriculum offerings or requirements; reorganization of academic or administrative structures, programs or functions; curtailment or abolishment of one or more programs or functions; shortage of work; or a material change of duties.

3. **How are layoffs determined?**

The university determines the areas in which layoffs will occur. Within a layoff unit, the order in which employees are laid off is governed by applicable university regulations and collective bargaining agreements, and may include considerations of university needs, rank, length of service, and other factors.

4. **When and how would I be notified if I am going to be laid off?**

Employees will be notified in writing as soon as practicable. Where circumstances permit, employees selected for layoff are to be provided at least 30 calendar days' notice. See applicable collective bargaining agreements for additional details regarding notice periods.

5. **What other alternatives did the university explore before making layoff decisions?**

No department, college, or other organizational unit shall have a layoff recommendation approved without first exploring other options short of laying off employees. This does not require a department, college, or other organizational unit to transfer an employee to an unrelated position, to demote an employee, to create a new position for an affected employee, or to bump an employee.

6. **During my Notification period, do I receive any preference in hiring?**

Yes, a Notified Employee will receive an interview preference in the hiring process when the Notified Employee applies for a vacancy in an Alternative/Equivalent position. An Alternative/Equivalent position is a position in the same pay plan and classification as the position held by the Notified Employee; and, for USPS employees, it is a position located on the same geographic campus as the Notified Employee's position. This means that the

Notified Employee will be interviewed if they apply for and meet the specific qualifications and relevant experience by the hiring department. We encourage a Notified Employee to apply for any vacancy of interest within the University through the normal recruitment process; however they will not receive any preference.

7. *If I am laid off, do I have recall rights?*

Many employees with regular status have recall rights after layoff. These are described in the applicable regulation or collective bargaining agreement. An employee with recall rights may be offered re-employment in the same pay plan and classification as the position last held, should a position become available for which the employee applies for and meets the specific qualifications and relevant experience.

For USPS employees with recall rights, an employee shall be offered recall only in the same pay plan and classification as the position last held at the same geographic campus location and where they meet the specific qualifications and relevant experience.

An employee who refuses an offer of re-employment to a Recall Position forfeits any further recall rights.

8. *What types of Out-of-Unit A&P appointments do not hold layoff and recall rights?*

An A&P employee appointed for less than one academic year or appointed to a visiting position; one who has received a nonrenewal/non reappointment, or a position funded from contracts, grants, sponsored research funds, or specific entrepreneurial services activities (e.g. continuing education courses or Pegasus Health) and for which the appointment agreement contains language indicating that the position is funded from “soft money” (or similar language) and may be terminated with 30 day’s (or language that indicates short notice).

9. *What types of USPS appointments do not hold layoff and recall rights?*

USPS employees who are on their initial probation or not currently holding regular status, employees with time-limited appointments, and some other categories of employees do not have layoff or recall rights.

10. *Where can I learn more?*

Layoff and recall are governed by the applicable university regulation or collective bargaining agreement. Most faculty and some A&P employees fall under the UFF Collective Bargaining Agreement. Most USPS employees who hold layoff and recall rights are governed by the UCF layoff regulation and the AFSCME collective bargaining agreement. Out-of-Unit A&P who hold layoff and recall rights are covered under the layoff regulation, as are out-of-unit faculty. These documents are available on-line:

- [UCF 3.0123 Layoff](#) (regulation for USPS and for out-of-unit faculty and A&P)
- [UFF Collective Bargaining Agreement](#), Article 13 (for in-unit faculty and A&P)
- [AFSCME Collective Bargaining Agreement](#), Article 17 (for in-unit USPS)

BENEFITS

Benefits Resources for Employees:

- UCF Benefits Section
 - 407-823-2771 or benefits@ucf.edu
- People First, Insurance Administrator
 - Toll Free 1-866-663-4735 or <https://peoplefirst.myflorida.com> (user ID and password required)
- Division of Retirement
 - FRS Pension Plan, Toll Free 1-888-738-2252
 - FRS Investment Plan, Toll Free 1-866-446-9377
 - Optional Retirement Program, Toll Free 1-877-378-7677

11. *If I am laid off, what happens to my health insurance?*

Laid-off employees may choose to continue health insurance through one of two options: Extended Coverage (under Florida Statute) or COBRA (under Federal Statute). If you sign up for one you cannot sign up for the other. Extended Coverage continues for up to 24 months. COBRA coverage continues for up to 18 months. Premiums for both options must be paid fully by the laid off employee including both employer and employee premiums.

Both plans are administered by People First. To elect coverage under either Extended Coverage or COBRA you must contact the People First Service Center toll free at 1-866-663-4735 immediately as you have 60 days after the end of employment to enroll in COBRA and 60 days after the end of employment to enroll in the Extended Coverage.

12. *If I am laid off and on the Spouse Program, what happens to my health insurance?*

As long as one spouse remains in a benefits-earning position, they will have the option of continuing full coverage by contacting People First within 60 days to convert the policy to a family plan (or individual plan, if applicable). To contact the People First Service Center, please call toll free 1-866-663-4735. For health coverage and premium information, please visit <http://hr.ucf.edu/current-employees/insurance/>
Please note that a change in employment status does not permit you to switch insurance companies (i.e., HMO to PPO).

Also see the answer to the preceding question, particularly if both spouses are laid off.

13. *If I am laid off, what happens to my supplemental insurance plans?*

Since employees pay one month in advance for insurance, most supplemental plans will terminate the last day of the month following the month of termination (e.g., for a termination date of March 12th, the insurance ends April 30th). Employees who elected dental coverage may continue through COBRA for up to 18 months. To elect COBRA, please contact the People First Service Center toll free at 1-866-663-4735.

Other plans such as life, vision, hospitalization, cancer/ intensive care, accident and disability may continue their policies under a personal plan. To inquire about a personal plan, please contact the insurance company directly (e.g., to continue supplemental cancer coverage, contact AFLAC directly to inquire about a personal policy). Employees enrolled in Long-Term Disability through The Gabor Agency will not be able to continue their plan outside of UCF employment.

Employees who have elected Flexible Spending Accounts (FSA) and/or Health Savings Accounts (HSA) will have access to their accounts and may receive monies after their termination date. Employees with Flexible Spending Accounts may be reimbursed for services rendered on or before the termination date. To receive monies, please complete the FSA Claim Form, http://www.myflorida.com/mybenefits/Tools/Forms_Accounts2013.htm, and submit to People First for processing. Employees have until April 15th of the following year of the termination date to submit claim forms for reimbursement. For questions regarding the Flexible Spending Account, please contact the People First Service Center toll free at 1-866-663-4735.

Employees with Health Savings Accounts may continue paying claims for services rendered until they deplete their balance. For questions regarding Health Savings Accounts, please contact the HSA Service Line toll free at 1-877-367-4472.

14. *If I am laid off and eligible to retire, what happens to my health insurance?*

If you are eligible to retire, you may continue your health insurance benefit as a retiree. Regardless of your retirement plan, you are eligible to remain with the same health provider. Please contact the UCF Benefits Section at 407-823-2771 to schedule an appointment regarding retirement options.

15. *If I am laid off and fully vested, what happens to my retirement?*

If you are in the **Florida Retirement System (FRS) Pension Plan** and have met the vesting requirements based on your hire date (six-year vesting period for employees hired prior to July 1, 2011, or eight-year vesting period for employees hired July 1, 2011 or later) you may be eligible to retire immediately. If you are in the **FRS Investment Plan** and have one or more years of creditable service, you are eligible to retire. Contact the UCF Benefits Section at (407) 823-2771 to discuss retirement options and/or to schedule an appointment.

If you are in the Optional Retirement Program (ORP), you are vested immediately. Employees may retire at age 59 ½ without a tax penalty. There are certain circumstances in which an employee may retire at age 55 without a tax penalty. Contact your ORP provider and/or tax advisor for more information.

Please contact your retirement provider or the Human Resources Benefits department before making a decision to withdraw or move your retirement account. It is important to take this step so that you are fully aware of any penalties or impact this may have on your eligibility to re-enroll in retirement if you should be employed by an employer participating in the state retirement program at some point in the future.

16. What happens if I am laid off and not vested in my retirement plan?

If you are in the **Optional Retirement Program (ORP)**, vesting is immediate and therefore monies in the account belong to you.

If you are in the **Florida Retirement System (FRS) Pension Plan**, there is a six-year vesting period for employees hired prior to July 1, 2011, and an eight-year vesting period for employees hired July 1, 2011, or later. If you are not vested in the plan, you retain ownership of that service credit, but do not qualify for a future benefit until such time that you accrue a total of six years of creditable service for employees hired prior to July 1, 2011, and an eight-year vesting period for employees hired July 1, 2011, or later (which do not have to be consecutive or with the same employer). *For a list of participating FRS Agencies, please visit <https://www.rol.frs.state.fl.us/forms/part-emp.pdf>.*

If you are in the **FRS Investment Plan**, there is a one-year vesting period. If you have less than one year in the plan, you must be re-employed with an FRS participating agency (in a benefits-earning position) within five years in order to retain ownership of your account. If you are not employed with a participating agency within five years, you will forfeit your unvested account balance.

Please contact your retirement provider or the Human Resources Benefits department before making a decision to withdraw or move your retirement account. It is important to take this step so that you are fully aware of any penalties or impact this may have on your eligibility to reenroll in retirement if you should be employed by an employer participating in the state retirement program at some point in the future.

17. What happens to the 3% I have been contributing to retirement?

If you are in the FRS Pension or Investment Plan, please contact the MyFRS Financial Guidance line at (866) 446-9377 for distribution/retirement options. If you are in the ORP Plan, please contact your ORP provider for distribution/retirement options.

18. Am I guaranteed employment if I am enrolled in the Deferred Retirement Option Program (DROP)?

No. Your employment status is not changed by your DROP participation. You may quit your job or your employer may lay you off or terminate you in the same manner as before your participation in DROP began. *To view the current FRS DROP Brochure, dated September 2006, please visit <http://www.myfrs.com/pdf/forms/dropbrch0906.pdf>.*

19. If I am in DROP and I am laid off, what happens to my retirement?

If you are in DROP, and do not find employment by the end of the month following your layoff date in a benefits-earning position at UCF or another agency participating in the Florida Retirement System, you will be considered retired, and must start to draw your retirement benefit. Employees must contact the UCF Benefits Section to complete additional paperwork.

With regards to your DROP lump-sum payout, you would be entitled to receive the accrued amount (including interest and cost of living increases, if applicable) up to the time of termination.

20. *If I am in DROP and I am laid off, what happens to my health insurance?*

If you are in DROP, you are considered retired, and can therefore continue your health insurance.

21. *If I am laid off, what happens to my voluntary retirement account(s)?*

You have several options; you may leave the money where it is, transfer funds to another provider or withdraw the money (less taxes, if applicable). Employees who wish to withdraw or transfer funds must contact their investment provider directly. Be advised that under certain circumstances, a tax penalty may be incurred.

Please contact your retirement provider or the Human Resources Benefits department before making a decision to withdraw or move your retirement account. It is important to take this step so that you are fully aware of any penalties or impact this may have on your eligibility to reenroll in retirement if you should be employed by an employer participating in the state retirement program at some point in the future.

22. *If I am in the 401(a) FICA Alternative Plan or previously participated in this plan and am laid off, how do I access my money?*

Employees who have participated in the FICA Alternative Plan are eligible to access their money once they terminate from the university. Please contact TIAA-CREF directly to obtain the proper forms for accessing your money: TIAA-CREF toll free 1-800-842-2776.

23. *What other services are available to me if I am laid off?*

The UCF Employee Assistance Program (EAP) administered by Aetna Resources for Living and is available to assist employees (and their dependents) affected by a layoff. This service is available up to 90 days after the termination date. EAP assistance is completely confidential and can be utilized via phone or face-to-face meeting. EAP resources include, but are not limited to personal balance, emotional wellness, stress management, marital issues, relationship issues, grief issues, alcohol and drug issues and financial and legal concerns. To contact an EAP representative, please call toll free 1-800-272-7252. Employees may also view EAP services online at www.mylifevalues.com (user ID and password is UCF).

PAYROLL SERVICES

Payroll Resources for Employees:

- UCF Payroll Services Section
 - 407-823-2771 or payroll@ucf.edu

24. *Do I receive payments for unused annual leave, sick leave and compensatory time?*

Employees with regular status are eligible to receive payments for unused annual leave up to the maximum limits based upon classification and policy. Compensatory leave balances are paid out in a lump sum less applicable taxes.

Any employee (except OPS) with 10+ years of service with UCF is also eligible to receive a sick leave payment. The employee will be paid a number of hours equal to one quarter of their post 1973 sick leave balance (not to exceed 480 hours).

25. *When would I receive payment of unused annual leave, sick leave and compensatory time?*

Employees who are eligible for unused leave payout will receive payments via direct deposit approximately two pay cycles following the effective date of separation.

26. *If I return to work for the university, will I accrue the same bi-weekly leave accrual rate?*

Employees who return to the same or a similar position within the recall period will resume their previous bi-weekly leave accrual rate.

27. *What will happen if I am in H1B immigration status and I am laid off?*

In accordance with current immigration law, you will have to depart the United States. Your hiring department will be responsible for the reasonable costs associated with return transportation to your last place of residence abroad.

28. *What will happen if I am in F-1 or J-1 immigration status and I am laid off?*

You will need to contact your immigration advisor at the International Services Center at 407-823-2337. You may have to leave the country if you do not have enough financial support to stay in the United States without your job at UCF.

RECRUITMENT

Recruitment Resources for Employees:

- UCF Recruitment Section
 - 407-823-2771 or employment@ucf.edu
 - <https://www.jobswithucf.com>

29. *If I am laid off, will I be able to get assistance with finding other employment opportunities?*

The Recruitment Section in Human Resources will provide assistance to you in identifying job resources within the university and other sources of employment opportunities outside of UCF. Recruitment staff will be available to work with you to update applications, work with the online system, and provide feedback on revising application/resume, etc.

30. *Where can I find employment opportunities with UCF?*

Visit <https://www.jobswithucf.com>. Vacancies for USPS positions and Out-of-Unit A&P positions are posted on our Online Employment System and updated every Friday.

It is important to check the UCF job postings regularly to identify and apply for any positions that are in the same pay plan and classification. Hiring managers will be notified by Recruitment that you hold preference and/or recall rights. However, you are encouraged to apply for any position that you are interested in within UCF.

31. What other reemployment assistance is available?

Workforce Central Florida One-Stop Career Center provides assistance in job search, including job referrals, counseling, and other support services such as filing reemployment claims, preparing resumes, preparing for job interviews, getting help in coping with the stress of job loss, learning about community resources, etc... For more information, please visit: http://www.floridajobs.org/Unemployment/bri/BRI_English.pdf

The main Workforce Central Florida One-Stop Career Center (JobVantage East Orlando County) is located at 4360 East Colonial Drive, Orlando, FL 32803. Their phone number is 407-531-1227 X4400. To find other locations, please visit: <http://www.floridajobs.org/onestop/onestopdir/OneStopDirList.asp?Region=12>

REEMPLOYMENT COMPENSATION

32. If I am laid off, am I eligible for reemployment compensation benefits?

Yes. An employee who is laid off is eligible for reemployment compensation.

33. How do I file a Florida claim for reemployment compensation benefits?

A claim for reemployment compensation benefits can be filed via the Internet, 7 days a week and 24 hours a day via the following link: <http://www.floridajobs.org/job-seekers-community-services/reemployment-assistance-center/connect>

For more information on how to file a claim, please visit reemployment resources via the following link: <http://www.floridajobs.org/job-seekers-community-services/reemployment-assistance-center/file-a-claim>

34. When do I start receiving reemployment compensation benefits?

Florida law requires that you serve one waiting week during which reemployment compensation benefits are paid. This waiting week is the first week that an individual files a claim and meets all eligibility requirements. An eligible claimant generally receives his or her first check three to four weeks after filing the initial claim and meeting all eligibility requirements.

35. How much money will I receive each week while receiving reemployment compensation?

The reemployment compensation for an eligible individual will be between \$32 and \$275 per week, based on previous earnings. An individual's work history determines the duration of the benefit eligibility.

The calculation of an individual's monetary entitlement remains the same. The weekly benefit amount is equal to one twenty-sixth of the high quarter wages but cannot exceed

\$275 and the available credits are 25 percent of the total base period wages but cannot exceed \$4,400.

36. *I have questions concerning my reemployment claim. Who can answer these questions for me?*

Please call the Claims Assistance Center toll free at 1-800-204-2418.

37. *When can I file a reemployment compensation claim?*

An individual can file for reemployment compensation benefits after their last day of employment.

38. *Can I volunteer for layoff and still be eligible for reemployment?*

You may volunteer for a layoff, in order to replace another position's layoff. If UCF agrees that it accomplishes the equivalent goal and also is in the best interests of UCF, you would be eligible to apply for reemployment benefits.

EMPLOYEE RELATIONS

Employee Relations Resources for USPS and Out-of-Unit A&P Employees:

- UCF Employee Relations Section 407-823-2771

39. *If I am laid off, do I have appeal or grievance rights?*

In-unit USPS employees may grieve a violation of the applicable collective bargaining agreement. Out-of-Unit USPS and Out-of-Unit A&P may appeal the layoff if the university's layoff procedure was not properly followed.

40. *Does an employee have "bumping rights" if the employee is laid off?*

No. However, employees may be reassigned within a layoff unit in order to make the best use of employee qualifications and strengths during the layoff notice period.

OTHER INFORMATION

41. Employee Exit Checklist

<http://hr.ucf.edu/files/EmployeeExitChecklist.pdf>

Statements made above in the "Layoff FAQs for Employees" are intended as a general guide to layoff benefits which are subject to modification as a result of changes to laws, regulations and rules related to these programs or services. The descriptions and statements are not intended to include every program detail for programs such as FRS, COBRA, Reemployment Compensation and other benefits and services mentioned in the document. Complete details can be found by following the links provided and contacting the resources identified in the Q & A document. In case of any conflict between this general guide and existing statutes, university regulations, the provisions of the statutes, university regulations will supersede.