ELIMINATION OF POSITION/PERMANENT LAYOFF FAQS

Layoff

• Why are layoffs being announced?

The University is in a very difficult financial situation. Because of the budget impasse, the University needs to take additional steps to protect our financial resources.

• Why is the University now issuing layoffs?

The notices going out now are effective after the close of the Spring Semester 2016 which allows us to reduce services to the University.

• Why has my position been identified for layoff?

The classification in which you work has been identified as an area where the University can reduce services to the campus.

• How long is this layoff?

The layoff is considered permanent. It is our hope that if, and when, a budget is passed for Fiscal Year 2016, we may be able to call back a select number of employees who were laid off.

• Why is the layoff called a “permanent layoff”?

While we hope the budget impasse will end soon, the University does not know an official end date. Thus, we are unable to predict if and when we will have the resources to call employees back to work.

• What is the effective date?

We are required to provide all civil service employees 30 days’ notice. Any employee being laid off has/will receive an official notice containing the effective date of layoff.
• **What if I have questions about bumping or post-employment benefits?**

Employees should contact the Human Resources Office. The letter of notice of layoff also has information for each employee that he/she should follow.

• **What opportunities do I have for re-employment?**

You may have bumping or retreat rights to a position, depending on your classification, seniority in classification, promotional line and other classifications held. Human Resources will inform you of your options.

• **If I bump into a position with my same classification in a different department, can I return to my old department?**

No. Once you accept the position in another department in your same classification, you will not be able to return to your previous department.

• **If I bump into a position in a lower classification, do I get to return to my previous classification?**

It is possible. You may be recalled to your previous classification if a position becomes available. You will be placed on the re-employment register with your seniority and you would be recalled to that classification in order of seniority.

• **Do I have to accept the recall if the Human Resources Office contacts me if it is not a department where I want to work?**

You have an opportunity to refuse recall to your previous classification up to three times. Once you refuse after the third recall, your name will be removed from the re-employment register.

• **If I am laid off, do I have the ability to test for positions?**

We encourage employees to contact our office for an application evaluation and to test for positions for which they qualify.

• **Do I get reimbursed for my parking pass since I am being laid off?**

No. Parking services reimburses at half cost until February 1st.
Benefits

Medical Insurance

- **When does my medical insurance end?**
  
  Just as your medical insurance begins on your first day of employment, it ends on your last day of employment.

- **Can I keep my medical insurance?**
  
  The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows an employee to keep their medical insurance for up to 18 months, if disabled, up to 29 months, and any eligible employee's dependent(s) for up to 36 months.

  [COBRA Information Sheet]

- **What is the cost of COBRA coverage?**
  
  It varies based on your current medical insurance plan. The employee would pay the state paid portion, the employee's normal premium payment plus a 2% administration fee. Below is the link to the payment schedule.

  [COBRA Rates as of July 2015]

- **Can I purchase insurance in the marketplace?**
  
  Yes. As part of the requirements of the Patient Protection and Affordable Care Act (PPACA), the State of Illinois is required to provide you with information relating to the Health Insurance Marketplace. Below is their website:

  [healthcare.gov]
  [Get Covered Illinois] (no sign-on required, click cancel)
Retirement

- **What happens to my retirement?**

  You can keep your money in SURS until you retire or until you choose to withdraw or transfer it.

  [SURS Separation Refund Fact Sheet](#)
  [SURS Information - Two-tier System](#)

Sick Leave

- **What happens to my sick leave balance?**

  A former employee who separates in good standing and returns to employment within two years shall have their former accrued sick leave restored.

Vacation

- **What happens to my vacation balance?**

  Vacation will be paid out on the final paycheck for bi-weekly paid employees. For all others, vacation will be paid out on the following payroll.

Unemployment

- **Will I be eligible for unemployment?**

  If you are laid off from employment, you are eligible for unemployment.

- **When can I file for unemployment?**

  You can file for unemployment when you become unemployed. You cannot file prior to your last day of work.

- **How much will I receive?**

  It depends on your wages, if you are married, and if you have children and you indicate the information on your application. Below is a link to information you might find helpful concerning unemployment insurance benefits.

  [Unemployment Insurance Information](#)
**Workforce Innovation Opportunity Act (WIOA)**

- **What is the WIOA?**

  The WIOA is a program designed to prepare workers for jobs that are available now and in the future.

- **I am currently taking classes; will the WIOA pay for my classes?**

  It depends on your classes and if they are eligible under the program.

  For more information about WIOA, below is the link to their website: [Illinois workNet Center](https://www2.illinois.gov/wnctfacets/0026/0026.html)