

Information Sheet
Department of Human Resources

Services for Regular Managerial/Professional and Office/Service Employees
Affected by and Eligible for Reduction-in-Force Benefits at the University of Nebraska-Lincoln

Placement

At your request the Employment Section (472-2120) will meet with you to:

- Assess your qualifications
- Arrange interviews for vacant positions for which you are qualified
- Provide resource material to you relative to interviewing and job hunting
- Provide information to you about employment in private firms and/or city and state agencies

Time Off Work for Interviews

With appropriate notification to your supervisor, you may use three days of administrative leave for interviewing. Additional administrative leave may be extended to allow you to participate in University-sponsored workshops and consultations provided specifically for individuals affected by reduction-in-force. You should use normal procedures in your department for requesting leave.

Reinstatement

With satisfactory performance you are eligible for twelve months after separation date for reinstatement in the same department to your previous position or to a position for which you are qualified in the same classification or lower. You will have three days in which to respond in writing to any offer from your department.

Original Probation

Employees who leave a position affected by a reduction in force will be required to serve another six-month original probation period should they take another position on campus.

Benefits and Retirement Contributions

At your request the Benefits Sections of the Department of Human Resources (472-2600) will assist you in making choices about your insurance and retirement contracts.

Your benefits plan will extend until the first day of the month following your separation date. In addition, you may continue your health and dental insurance for up to eighteen additional months, providing you pay your share and the University's share of the premium.

You have several options regarding your basic retirement contracts. You may leave the money in place, or you may receive a partial lump sum payment, monthly income payments, or (under certain circumstances) a full lump sum payment. Options available depend on your age and how long you have been in the plan.

Employee Assistance Program

The EAP provides short-term professional counseling if you need confidential help in coping with feelings about the loss of your job or in exploring alternatives at this critical point in your life. You and your immediate family members may use the EAP for one year after your separation date. For an appointment call 472-3107.

Vacation and Sick Leave

Payment for any accrued vacation days will be included on your final check. Sick leave will be reinstated if you are reemployed within three years of your separation date. You will not receive pay for unused sick leave unless you are eligible and choose to retire from UNL.

Football and Basketball Season Tickets

If you have purchased and paid for season tickets prior to your separation, you may keep the tickets. You may not purchase employee season tickets for subsequent seasons until you are reemployed by UNL.

Campus Recreation Memberships

You may keep your current membership for twelve months from your separation date. If you do not have a current membership, you may purchase an individual or family membership to extend for one year.

E-Mail Accounts

If you have a UNL E-mail account, you will be assisted in establishing a new e-mail account.

Access to Campus Computer Labs

You have access to campus computer labs for twelve months after your separation date. Because these labs are designated primarily for student use, you are asked to use them during low usage times. At times when students are waiting to access computers, you may be asked to return at a later time.

Parking Permits

If you have a parking permit at the time of your separation, you may keep it for up to twelve months beyond your separation date. Please arrange with the parking office to renew and pre-pay the cost for three-month intervals. If you accept employment outside UNL, your permit will be forfeited, and costs will be refunded to you as appropriate.

Unemployment Compensation

You may file for unemployment compensation with your local unemployment office. (In Lincoln this is located at 1010 N Street in Gold's Galleria). There is normally a one-week waiting period before unemployment compensation begins.

Employee Responsibilities

1. Follow regular departmental procedures to request administrative leave for interviewing or program participation.
2. Keep all appointments scheduled by the Employment Section to assist you in securing a new position.
3. Call the Benefits Section (2-2600) for help with decisions about insurance and retirement.
4. Verify the amount of your annual leave with your department record-keeper.
5. Respond within three days in writing of your acceptance or rejection of any position offered. It is suggested that you respond verbally and then follow up in writing.

For more information, call the Department of Human Resources at 472-3101