

Information Sheet
Department of Human Resources

Services for Regular Managerial/Professional and Office/Service Employees
On Grant or Other Temporary Funding
Affected by Reduction-in-Force at the University of Nebraska-Lincoln

Transitions Workshop

University, city and state resources have been assembled to create a four-hour workshop for UNL employees affected by reduction in force. The workshop will inform employees of programs, employment opportunities, retraining monies and other benefits available to those who have been affected by reduction in force. The workshop is open to any faculty or staff member, regardless of whether the job loss is due to state funding reductions, grant or soft money decline. The 4 hour workshop will include such topics as resumes, networking and interview skills; city and state resources; coping skills, family issues and financial management during a lay-off; COBRA and other benefits available to RIF employees; and career services programs on campus. For more information, please contact the Employee Assistance Program at 472-3107 or 1-800-755-2655.

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

University policy provides all employees with up to ten hours of administrative leave each calendar year to be used for job interviews for UNL positions. At the discretion of the unit leader, and with approval of Human Resources, the employee may receive more than ten hours. For example, additional administrative leave may be extended to allow you to participate in the University-sponsored "Transitions Workshop". Employees requesting administrative leave should try to arrange interviews to cause the least work disruption. Administrative leave is not granted for interviews outside of UNL.

Leave Reinstatement

Employees who leave the University (for other than corrective action reasons) and return to a leave-eligible position within three years will be credited with prior years of service, will have both their sick and vacation leave accrual rates restored as well as their accrued sick leave balance as of their date of separation.

For employees returning to UNL after retiring and receiving pay for one-fourth of accrued sick leave, accrued sick leave will not be reinstated.

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.

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.

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.

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.

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.

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