

**UNL Human Resources Coordinated Transition Services and Programs For Eligible Staff Whose  
Positions Are Eliminated or Reduced Due to Budget Reductions  
By the State of Nebraska Spring 2003**

**Eligibility**

Specifically, these programs and services are available to regular employees who have completed their original probationary period, who are performing at a satisfactory level or above, and who have not been previously notified in writing that they were hired into a grant-funded or other temporarily-funded position and/or are otherwise not eligible for RIF rights.

Employees who are otherwise eligible for these benefits but are currently serving a corrective probation or who have received a less-than-satisfactory assessment in their most recent performance review are eligible for most programs and services with the exception of reinstatement and preferential reemployment rights.

Employee who are otherwise eligible for these benefits but were notified upon hire that they were hired into a grant or other temporarily-funded position and/or are otherwise ineligible for RIF benefits per UNL policy are eligible for participation in the Transitions Workshop and the programs and services as described on the following website (transition services and programs for grant and temporarily funded regular employees affected by job reduction or elimination).

- Soon after receiving notice, all employees will be connected with a Transition Coordinator who will ensure personal contact with the employee during this time of transition and will provide referrals to other campus resources.
- Employees will be eligible for reinstatement rights within their departments for positions of comparable or lesser classification for up to 12 months following their last day of employment in the position.
- Employees' application materials will be forwarded to the hiring department for consideration for all open office/service positions for which they apply and meet minimum qualifications for up to 12 months following their last day of employment in the RIF-affected position.
- The UNL Employment Office will offer employees both workshops and individual consultations on topics such as: drafting resumes, cover letters and employment applications; interview skills and techniques; and development of job search strategies.
- Employees are eligible for up to 24 hours of administrative leave during the notification period to interview and find new employment. Additional administrative leave may be extended to individuals participating in various university workshops and consultations provided specifically for individuals affected by job reduction. Such leave must be applied for and approved ahead of time by the supervising department.
- Employees continue to receive insured benefits coverage to the first day of the month following their last day of employment.
- Under federal law, employees may extend their health and dental insurance for up to an additional 18 months by paying 100% of the premium.
- Employees and their families may access the many services and programs offered by the UNL Employee Assistance Program for 12 months after their last day of employment.

- Season athletic tickets purchased prior to the last day of employment will be valid – or may be turned in for a refund prorated for the number of games remaining following the last day of employment.
- Campus Recreation benefits will be available for 12 months after the last day of employment at established staff rates.
- Employees will be assisted in establishing a new e-mail account upon official separation from the University.
- Employees may retain access to campus computer labs for 12 months after their last day of employment.
- Employees retain the right to purchase campus parking permits for 12 months following their last day of employment.
- As required by law, employees whose positions are eliminated as a result of budget reductions are eligible for up to 26 weeks of unemployment insurance beginning one week after the end of employment. The current maximum benefit is \$262 per week.
- HR facilitates a “Transitions Workshop” for employees who have been laid-off from their jobs. Topics include presentations from UNL staff from the EAP, Employment, Benefits and Career Services programs as well as from the City of Lincoln and State of Nebraska.
- HR facilitates a “Transitions Workshops for Managers” of employees who have lost their jobs due to budget reductions. Topics include tips and tactics for the authorization and notification process, strategies for supporting the affected employees and their colleagues during the notification period and after.
- UNL departments are encouraged to consider application materials for qualified candidates whose jobs have been eliminated before they conduct an external search.
- RIF-affected employees who take another position on campus will serve a new original probationary period.
- UNL HR and Career Services are offering a variety of intensive skill-based job search workshops and one-on-one consultations. Topics include resume and cover letter writing, interview skills including videotaping, job search strategies, tips to using the web in a job search, networking.
- UNL HR has arranged for on-site opportunities for employees to meet individually with representatives from TIAA/CREF and FIDELITY to discuss retirement options and planning strategies, etc.