

## General Questions

### **1. What is a layoff?**

A layoff may be defined as termination of employment due to abolishment of positions that may be caused by adverse financial circumstances; reallocation of resources; reorganization of academic or administrative functions, structures, or programs; or curtailment or abolishment of programs or functions, shortage of work, or a material change of duties.

### **2. What is a layoff unit?**

Matters governing the designation of layoff units are specifically governed by the applicable collective bargaining agreements of the affected employees and Florida A&M University Regulation 10.113.

### **3. How will I know if my position is being affected by layoff?**

Employees who are being adversely affected by layoff will be notified of such as soon as practicable and in accordance with any applicable University regulations or Board of Trustees policies or as provided by collective bargaining agreement.

### **4. As a University Support Personnel System (USPS) employee, what recall rights am I entitled to?**

University Support Personnel System employees who are laid-off have a right to be recalled to employment within one year following layoff, if a vacancy occurs in the same classification within the same layoff unit from which the employee was laid-off.

## Insurance Related Questions

### **5. What happens to my insurance if I am laid-off?**

Your current state sponsored health insurance coverage will continue through the end of the month following your layoff effective date, provided your health insurance premiums are paid in advance. Thereafter, you may continue your health insurance for up to two (2) years under a layoff continuation option. Laid-off employees may choose to continue health insurance through one of two options: Extended Coverage (under Florida Statute) or COBRA (the Consolidated Omnibus Budget Reconciliation Act) (under Federal Statute). If you sign-up for one, you cannot enroll in the other. Extended Coverage continues for up to 24 months, while COBRA coverage continues for up to 18 months following layoff.

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 within 31 days after the end of employment.

**6. 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 care provider.

**Retirement Related Questions**

**7. What happens to my retirement if I am laid-off?**

If you are in the Florida Retirement System (FRS) Pension Plan, and are not eligible to retire without a penalty, then you do not have to start collecting a benefit until you reach your normal retirement date. Call the Division of Retirement, Bureau of Calculations at 1-888-738-2252 for information regarding your years of service credit or to request an estimate of retirement benefits. If you are a participant in the Investment Plan, contact MyFRS Financial Guidance Line at 1-866-446-9377. If you are an Optional Retirement Plan (ORP) participant, contact your investment provider for guidance.

**8. 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 six or more years of creditable service, or are in the FRS Investment Plan and have one or more years of creditable service, you are eligible to retire. For more information regarding vesting requirements or retiring under the FRS, please contact the Office of Human Resources at 850-599-3611 to schedule an appointment.

If you are in the Optional Retirement Program (ORP), you are vested immediately.

**Deferred Retirement Option Program (DROP) Questions**

**9. 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, you will be considered retired, and must start to collect your retirement benefit.

**10. Can I be laid-off if I am already enrolled in DROP?**

Yes. Your employment status is not changed by your DROP participation. You may resign from your job, be laid-off, or your employment may be terminated in the same manner as before your participation in DROP began.

## Accrued Leave Options

### **11. What are my options relating to terminal leave payments?**

Employees may choose to be paid for applicable unused leave balances at the time of layoff or opt to have leave held in abeyance for up to one year following layoff. If leave is held in abeyance and the employee is re-employed by the University within one year after layoff, then the employee may opt to repay the full amount of the terminal leave payment within sixty days of re-employment and have the applicable leave restored. If the leave is held in abeyance and the employee is not re-employed within one year after layoff, then the unpaid leave must be paid to the employee.

### **12. How soon after layoff should I expect to receive my terminal leave payment?**

Generally, once a laid-off employee has completed the clearance/exit process, he/she may expect to receive the terminal leave payment within four to six weeks after the final paycheck is received, provided there are no other extenuating circumstances.

### **13. If I am employed by another State agency during the layoff period, can my leave be transferred?**

Transfer of leave balances is primarily contingent upon the policies of the receiving agency.

## Assistance for Adversely Affected Employees

### **14. What services will be offered to employees facing layoff?**

The Recruitment staff in the Office of Human Resources (HR) will provide assistance to you in identifying job related resources within the University even before your layoff date. The University job announcements are posted weekly on its website, [www.famu.edu](http://www.famu.edu). If you have questions regarding an announcement of interest, you may contact the Office of Human Resources regarding the position vacancy. Information will also be provided to you regarding other agencies' job sites, and you may receive assistance with updating your employment application and resume, upon request.

One-stop HR assistance is available for your convenience. To make an appointment, please call the Office of Human Resources at 850-599-3611. The one-stop HR appointments will be individualized per your request. They may include any of the following:

#### ***Individualized services with Classification and Recruitment***

- One-on-one meeting with employment representative
- Help in identifying potential job opportunities that match your skills and qualifications
- Application/resume review and feedback

- Address questions and provide clarification regarding recruitment and employment processes

#### ***Benefits assistance***

- One-on-one meeting with benefits coordinator to identify any needed insurance coordination, etc.

#### ***Retirement services***

- One-on-one meeting with retirement coordinator
- Review current retirement plan participation (FRS Pension Plan, FRS Investment Plan, SUS Optional Retirement Program) and identify resources to assist with available options within appropriate plan
- Review participation in voluntary tax-deferred annuity and/or Roth IRA or 403b plans and provide vendor contact information

#### ***Unemployment compensation***

- Application assistance will be available upon request

#### ***Leave counseling***

- HR will work with departments to ensure leave balances are current and ready for any applicable payouts.
- Audit leave balances

### **15. What other employment assistance is available?**

The Office of Human Resources will offer a number of workshops designed to assist employees who are adversely affected by layoff. The workshops will include informational sessions conducted by the State of Florida's Work Force Plus Office, the Division of State Group Insurance, the Division of Retirement, the FAMU Employee Assistance Program and the Office of Organizational Development and Training. The workshops will include sessions to assist with resume' writing and completing and updating your employment application, as well as informational sessions regarding reentering the workforce, retirement, insurance benefits, accessing other state job opportunities, and much more.

Workforce Plus is available to assist you individually with job searches, including job referrals, counseling, and other support services such as filing unemployment compensation claims, preparing for job interviews, getting help in coping with the stress of job loss, learning about community resources, etc.

## Unemployment Compensation Question

### **16. How do I file a Florida claim for unemployment compensation benefits?**

A claim for unemployment compensation benefits can be filed at [www.fluidnow.com](http://www.fluidnow.com). The site is available 7 days a week, 24 hours a day. A claim may also be filed by telephone by calling toll free 1-800-204-2418. The telephone center is open to process claims Monday through Friday, 8:00 am to 5:00 pm. Florida law requires that the effective date of your claim will be the Sunday prior to the day you file the claim. You may also file by mail. Claim booklets are available at the One Stop Career Centers (Agency for Workforce Innovation) throughout Florida. The booklet contains the form required to file your claim.

### **17. What do I do if I have additional questions pertaining to layoffs, recalls, and the effects they may have on my benefits?**

If you have other questions or need clarification regarding your insurance, retirement, leave payments or other benefits, please contact the Office of Human Resource Benefits Section at 850-599-3611.