What is a Layoff?

Separation from 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.
Tips to Make Your Layoff a Little Easier

1. Talk with family and friends about the situation
2. Take time to think about what to do next
3. Try to relax and enjoy by doing some of the things you haven’t had a chance to do
Tips to Make Your Layoff a Little Easier

4. Catch up on needed rest
5. Sign-up for unemployment benefits
6. Extend your health care coverage
7. Preserve your money
8. Call your creditors
9. Check the newspaper and employment agencies for jobs
How are Benefits Affected by Layoff?
Health Insurance

Coverage may continue through:

- **Extended Coverage (Under Florida Statute)**
  Up to 24 months after layoff
- **COBRA (Under Federal Law)**
  Up to 18 months after layoff
Health Insurance – Spouse Program

Remaining spouse may chose from two options within 31 days of layoff:

- Convert to family coverage;
- Convert to individual coverage

Changes in health insurance providers are not applicable upon layoff.
Supplemental Insurance

- Premiums are paid one month in advance
- Upon separation most plans end on last day of month after the month of employment
- Dental coverage may be continued thru COBRA
- Other supplemental plans may be continued under a personal plan
Supplemental Insurance (con’t)

➢ Other supplemental plans such as life, vision, hospitalization, cancer/intensive care and accident disability may be continued under a personal plan.

Please contact the insurance companies directly.

Note: A change in employment status does not permit an employee the option to switch health insurance companies, (i.e., PPO to HMO)
Flexible Spending Accounts (FSA) and Health Savings Accounts (HSA) are accessible after layoff.

FSAs may be reimbursed for services rendered on or before layoff date.

FSA Reimbursement claim forms may be submitted until April 15 of the year after layoff.

HSA Claims may continue to be paid after layoff until the account is depleted.
Fully Vested in Florida Retirement System

Pension Plan

• Employees w/ 30 years of creditable service at any age
• Employee w/ 6 or more years of creditable service at age 62

Investment Plan

• Employees with one or more years of creditable service
• Contact the Division of Retirement (850) 488-6491
Optional Retirement Plan

- Employees are vested immediately
- All contributions (employer and employee) accessible to employee
Deferred Retirement Option Program (DROP)

- Participants are not guaranteed employment
- The employee may quit the job or the employer may layoff or terminate the employee in the same manner as before participation in the DROP began
- An employee in DROP is considered retired and can therefore continue the health insurance as a retiree.
Deferred Retirement Option Program (DROP) (cont.)

Drop Status if Laid-Off

- An employee in DROP, who does not find employment by the end of the month following the layoff date in a benefits-earning position at Florida A&M University or another agency participating in the Florida Retirement System will be considered retired, and must start to collect the retirement benefits. Please contact the Office of Human Resources Benefits Section at 850-599-3611.
Retirement Options & Benefits (cont.)

For more information regarding retirement, please contact the Florida Division of Retirement at (850) 488-6491, option 2 or the Office of Human Resources at (850) 599-3611
Leave Payouts

Eligible Employees May Receive Leave Payouts for Unused:

- Annual
- Sick
- Regular Compensatory
- Special Compensatory
- Overtime Compensatory
## Leave Payouts

<table>
<thead>
<tr>
<th>Employee Pay Plan</th>
<th>Employee Category</th>
<th>Annual Leave Maximum*</th>
<th>Sick Leave Maximum w/ 10 yrs Service **</th>
<th>Compensatory Leave (USPS Only) Special, Overtime &amp; Regular***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>9 month 10 month 12 month</td>
<td>N/A 352 Hours</td>
<td>480 Hours 480 Hours</td>
<td>N/A N/A</td>
</tr>
<tr>
<td>A &amp; P</td>
<td>Executive Service Regular</td>
<td>480 Hours 352 Hours</td>
<td>480 Hours 480 Hours</td>
<td>N/A N/A</td>
</tr>
<tr>
<td>USPS</td>
<td>Exempt Non-Exempt</td>
<td>240 Hours 240 Hours</td>
<td>480 Hours 480 Hours</td>
<td>Number of hours accumulated at time of separation.</td>
</tr>
<tr>
<td>OPS</td>
<td>Adjunct Faculty, Grad Assists, Staff, Students, Others</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Unemployment Compensation

The Florida Unemployment Compensation Law covers all affected employees. Unemployment insurance provides temporary income to offset wages lost by employees who are laid-off or separated from employment through no fault of their own.
Filing a Claim for Unemployment Benefits

File by Internet at:  WWW.FLUIDNOW.COM
Available 24 hours/day, 7 days/week

or

Call the number listed below and follow the directions 1-800-204-2418
Available Monday-Friday, 8 a.m. – 5 p.m. (EST)
Requires a Touch-Tone Telephone
The Employee Assistance Program (EAP)

- Is available to assist employees impacted by layoffs
- Can provide information about helpful resources that include, but are not limited to:
  - Emotional Wellness
  - Stress Management
  - Grief Issues
  - Financial and Legal Concerns
Employee Assistance Program (con’t.)

- The EAP offers free, confidential counseling sessions to current employees and their immediate family members. However, laid-off employees receive extended coverage by the EAP and may continue services for a maximum of ninety (90) days following layoff, or as otherwise agreed by the employee and the University.
Employee Assistance Program (EAP)
1-800-272-7252

View EAP services online at http://www.horizoncarelink.com
(User ID and Password is FAMU)