

**UNIVERSITY OF MINNESOTA DULUTH
DEPARTMENT OF HUMAN RESOURCES**

**BARGAINING UNIT 3
TEAMSTERS
Layoff Information**

Frequently Asked Questions for Laid Off Employees

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

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WHAT'S INCLUDED IN THIS INFORMATION PACKET?

QUESTIONS AND ANSWERS RELATED TO LAYOFFS IN THE TEAMSTERS BARGAINING UNIT

Where do I find the policies concerning my rights regarding seniority and layoff?	3
How much notice am I entitled to receive prior to the layoff?	3
What is a layoff?	3
How will my seniority apply when I am laid off?	3
What rights do I have if I am laid off?	3
I am a probationary employee and being laid off. What seniority rights do I have?	4
I am being laid off. Do I have the right to bump an employee in a lower level classification than mine?	4
I am being laid off. How do I go about finding another job?	4
Can I withdraw my retirement money? If so, how?	5
What happens to my health, dental, and life insurance coverage upon layoff?	5
How do I apply for Unemployment Compensation?	5
What about payroll deductions for loans to banks or credit unions?	5
What should I do if I have payroll deduction taken for the Optional Tax Deferred Annuity Plan?	5
Do I lose staff privileges for athletic tickets if I am laid off?	6
Will I still get my back pay for any salary increases that were due to me at the time of layoff? ..	6
Will the University allow me paid time off to seek jobs in and outside of the University?	6
Will I be able to take University coursework if I am laid off?	6
What is the Layoff/Non-renewal program?	6
What should I do if I receive a notice of layoff?	7
Teamsters Layoff Information Sheet	8
Sample Layoff Letters – see http://www.d.umn.edu/umdhr/Policies/layoff/	

**QUESTIONS AND ANSWERS
RELATED TO LAYOFFS IN THE
TEAMSTER UNIT 3 BARGAINING UNIT**

1. Where do I find the policies concerning my rights regarding seniority and layoff?

Your rights are explained in the Collective Bargaining Agreement between the University of Minnesota and Minnesota Teamsters Public and Law Enforcement Employees Union, Local 320. The information is found primarily in Articles 10 and 26.

<http://www1.umn.edu/ohr/policies/governing/unit3contract/index.html>

2. How much notice am I entitled to receive prior to the layoff?

If you are laid off, you must receive a written notice from the department head at least two weeks before the effective date of the layoff.

3. What is a layoff?

A layoff is a reduction in the University work force. Reductions in the University work force required by the University calendar, such as summer breaks, are not layoffs.

4. How will my seniority apply when I am laid off?

Your seniority gives you the right to a vacancy if one exists in your classification and you are qualified for it. If no such vacancy exists, you will have rights to a position held by the employee having the least master seniority if you are qualified for it.

If no vacancies or positions are available to you and you are laid off, you will maintain your master and total seniority for two years after layoff, and may use this seniority to bid on vacancies that may become available.

5. What rights do I have if I am laid off?

If you have passed probation, you have the right to a vacancy or a position held by the least senior employee. Your seniority is applied in the order listed below. You may not move to the second option if you have an opportunity for employment at the first option, and so forth through the remaining options:

- to a vacant position in your classification in the Immediate Geographic area, if you meet the qualifications for it;
- to the position in your classification and in the department where layoff occurred, held by the employee with the least master seniority, if you are qualified for it and have more master seniority than that employee;
- to the position in your classification in the Immediate Geographic area held by the employee with the least master seniority, provided you are qualified for it and have

more master seniority than that employee;

- to the position in your former classification in the Immediate Geographic area held by the employee with the least master seniority provided you are qualified for it and have more master seniority than that employee;
- to any vacancy in your Immediate Geographic area, if you meet the qualifications for it;
- finally, if you cannot exercise any of the above layoff options, you may bump (on classification seniority basis) into the least senior position in a lower classification in your job series and department if you have at least five (5) years of job classification series seniority, and more job classification series seniority than the employee being bumped, and meet the qualifications for the position.

In the event of a total reduction of a work force in a classification and Immediate Geographic area, employees in that classification who are laid off are placed in any vacancy in the Immediate Geographic area before a new employee is hired.

6. I am a probationary employee and being laid off. What seniority rights do I have?

As a probationary employee you have no seniority rights in your current classification. If you previously passed probation in another classification, you have seniority rights in the former classification.

7. I am being laid off. Do I have the right to bump an employee in a lower level classification than mine?

Generally not. However, if no vacancy or position is available to you in your current classification and you have passed probation in a lower classification, you may use your seniority rights to the formerly held classification.

8. I am being laid off. How do I go about finding another job?

If you have seniority rights to another position, they will be explained to you when you receive your layoff notice.

You may also contact: Worker Advocate, University of Minnesota Dislocated Worker Program at (612) 676-3700, or (612) 676-3732 or (612) 676-3745 at the Teamsters Service Bureau, regarding dislocated worker support services.

Request to be put on the layoff list. Review the vacancy descriptions online at <http://www.d.umn.edu/umdhr/umdjjobs.html> to determine which positions you are interested in applying and qualified for. University job vacancies at UMD are posted outside 255 Darland Administration Building. If you need assistance, you may call (218) 726-7161.

9. Can I withdraw my retirement money? If so, how?

You may apply for withdrawal of your retirement contributions after your last day of work.

Forms may be requested from the Minnesota State Retirement System at (612) 296-2761 or 1-800-657-5757. Refunds are considered taxable income and may be subject to an additional 10% Federal excise tax on early distributions. This can be avoided by transferring the contribution to another qualified pension plan or rolling them over to an IRA. If an employee has at least three or more years of service, it is also possible to leave contributions in the fund and receive a deferred annuity upon reaching retirement age.

10. What happens to my health, dental, and life insurance coverage upon layoff?

If you have been employed at 75% time or more for at least three years and are laid off, the University will continue its contribution toward your health, dental, and life insurance benefits for up to six months or until you are covered by another group plan, whichever occurs first. After the six months, you will be able to continue your coverage at your own expense for an additional 12 months or until you are covered by another group plan, whichever occurs first.

If you have less than three years of service or work less than 75% time, you may continue, at your own expense, the health, dental, and life insurance coverage in effect at the time of termination for a period not longer than 18 months or until you are covered by another group plan, whichever occurs first.

NOTE: Unless you make arrangements to continue insurance coverage, it will terminate on specific dates after you perform your last day of work. Please call Employee Benefits at 1/800-756-2363 option 2 for the end date of your coverage.

11. How do I apply for Unemployment Compensation?

You must go to an office of the Minnesota Department of Economic Security after your last day of work to apply for Unemployment Compensation, 320 West Second Street, Duluth. Their telephone number is (218) 723-4730. Decisions regarding eligibility and available benefit amounts are made by the State Unemployment Compensation administrators.

12. What about payroll deductions for loans to banks or credit unions?

Your payroll deductions will cease with your last regular paycheck. You should make any necessary arrangements with your bank or credit union.

13. What should I do if I have payroll deduction taken for the Optional Tax Deferred Annuity Plan?

You should contact Employee Benefits to have your options explained by a benefits counselor 1-800-756-2363 option 2.

14. Do I lose staff privileges for athletic tickets if I am laid off?

You may continue to purchase athletic season tickets. If you go back to work outside the University, you may retain your location but must pay the public price. If you are on payroll deductions for tickets, you will have to make arrangements for payment directly

with the Athletic Department.

15. Will I still get my back pay for any salary increases that were due to me at the time of layoff?

Yes. You will still receive the back pay due to you but you must keep your department informed of your current address and telephone number.

16. Will the University allow me paid time off to seek jobs in and outside the University?

Departments are encouraged to make reasonable accommodations.

17. Will I be able to take University coursework if I am laid off?

You will be eligible to use the Regents' Scholarship during your period of layoff rights if you do not opt for the University Layoff/Non-Renewal program. Forms are available in the UMD Department of Human Resources, 255 Darland Administration Building or call 218-726-7161.

18. What is the Layoff/Non-renewal program?

The University allows an employee who is laid off from a continuing position to receive a lump-sum payment equal to one week of pay per full year of continuous University service in an appointment of 75% time or greater. This payment will be subject to payroll taxes.

In addition, medical and/or dental coverage may be continued for up to 18 months following termination of employment (but not after the last day of the month in which you become eligible for Medicare or become covered under another group medical plan that has no limitations of exclusions with respect to any pre-existing conditions that you or your dependents have).

The University will contribute toward the cost of your medical and/or dental coverage for the following periods:

<u>Full years of continuous service</u>	<u>Period of University contribution:</u>
less than 3 years	University will NOT contribute
3 through 4 years	University will contribute for up to 6 months
5 through 9 years	University will contribute for up to 12 months
10 years and over	University will contribute for up to 18 months

The University's contribution for this coverage will be the same as if you had remained employed. If the above contribution is for less than 18 months, you may continue coverage for the balance of up to 18 months at your own expense.

If the sum of your full years of continuous University service and age on your last day of employment is 75 or greater, and you have received a notice of layoff, your medical and/or dental coverage will be continued until the last day of the month in which you become eligible for Medicare or for other group coverage, whichever comes first. Your

contribution for this coverage will be the same as if you had remained employed.

19. What should I do if I receive a notice of layoff?

- a. If you have bumping rights, inform your supervisor by the date specified in your layoff notification letter whether you intend to exercise them.
- b. Check with Employee Benefits 1-800-756-2363 option 2 regarding continuation of health care benefits, retirement, or the University layoff/non-renewal program.
- c. Update your University of Minnesota application form.
- d. Prepare a resume to apply for jobs outside the University.
- e. After your last day of work, apply for Unemployment Compensation.
- f. Begin your job search. Apply for jobs you are qualified for that interest you.
- g. Contact the Teamsters Service Bureau for dislocated worker support assistance they may provide.

TEAMSTER LAYOFF INFORMATION SHEET

1. Worker Advocate
University of Minnesota, Dislocated Worker Program
300 Hardman Avenue South, Suite 3
St. Paul MN 55075-2470

Telephone Number (612) 676-3700
2. Teamster Service Bureau

Resource for support services for dislocated employees
Telephone Number (612) 676-3732
3. Employee Benefits
210 U Tech Building
1313 Fifth Street SE
Minneapolis MN 55414-1546

Resource for information on health insurance, retirement and Lay-off/Non-Renewal Program
Telephone Number 1-800-756-2363 option 2
4. Minnesota Department of Economic Security
320 West Second Street
Duluth MN 55802

Resource for information about unemployment benefits
Telephone Number 218-723-4730
5. UMD Department of Human Resources
255 Darland Administration Building
University of Minnesota Duluth
Duluth MN 55812

Resource for information about UMD vacancies
Telephone Number 218-726-7161
6. Resource for information about University/Teamster layoff and bumping procedures

Contact Judith Karon or Mary Cameron
Telephone Number 218-726-6326 or 218-726-7912