

Layoff Information for Affected Employees

Frequently Asked Questions

Q. I've been laid off. What are my rights?

A. Employees receive notice of an impending layoff. If you are a member of a union, please check your collective negotiations agreement at <http://uhr.rutgers.edu/lr/lragreements.htm>. Nonaligned employees receive five working days notice of an impending layoff for each full year of service, with a minimum of 20 working days and a maximum of 125 working days. Please contact University Human Resources at 732-932-3020; the Office of Labor Relations at 732-932-3020, ext. 4040; or your campus human resources office (Newark: 973-353-5500; Camden: 856-225-6475) for further information.

Q. Will I get a severance package if I'm laid off?

A. No, the university does not provide severance packages to laid off employees.

Q. Are holidays counted in the layoff notice period?

A. Yes, holidays are counted in the layoff notice period.

Q. Will I be paid for my unused sick time?

A. No, you will not be compensated for any unused sick time.

Q. What happens to my tuition remission? What happens to tuition remission for my child?

A. In order to be eligible for the tuition remission benefit, you must be a type 1 full-time employee in active status as of the first day of class. If the effective date of your layoff is after the first day of class, you will be eligible for tuition remission for you and/or your child for that semester only.

Q. How do I get recall status?

A. Contact University Human Resources at 732-932-3020; the Office of Labor Relations at 732-932-3020, ext. 4040; or your campus human resources office (Newark: 973-353-5500; Camden: 856-225-6475) to determine if you are eligible to be placed on recall.

Q. Will the university help me find a job?

A. The university will be offering workshops on interviewing, resume writing, career planning, and job search strategies. Review the UHR website at <http://uhr.rutgers.edu> for additional information.

Unemployment Benefits Frequently Asked Questions

Q. Who should file an unemployment claim?

A. Laid off salaried faculty/staff (type 1), hourly casual (type 4), part-time lecturers (type 7), and coadjutant (type 8) employees who become unemployed.

Q. I'm going to be laid off next week. Can I file an unemployment claim now?

A. No, claims filed before separation from employment are not valid; you must wait until you are unemployed.

Q. How do I file a claim?

A. Contact a Telephone Reemployment Call Center:
Northern NJ: 201-601-4100; Central NJ: 732-761-2020; Southern NJ: 856-507-2340
or file online at <http://www.njuifile.net>.

Q. What is the maximum benefit?

A. 60 percent of "average weekly earnings" up to \$584 per week for 2009.

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Continuation of Health Insurance through COBRA

- Benefits will terminate according to the chart on the back of this information sheet.
- Employees and eligible dependents enrolled in the State Health Benefits Program at the time of your layoff may continue coverage through COBRA for up to 18 months.
- COBRA subsidy of 65 percent available for eligible employees and their dependents for up to 9 months. For details, see <http://uhr.rutgers.edu/faqs/FAQCOBRASubsidies.htm>.
- COBRA rates: <http://uhr.rutgers.edu/documents/COBRARates2009.pdf>
- University Human Resources will mail the COBRA application and instructions to your home address. If you do not receive a COBRA packet, please call 732-932-3020, ext. 4069.

For additional information, visit <http://www.state.nj.us/treasury/pensions/fact30.htm>. Please see the next page for the time table for termination in the NJ State Health Benefits Program.

Helpful Web Links

Layoff Information for Affected Employees

<http://uhr.rutgers.edu/lr/LayoffInformationforEmployees.htm>

Life Events - Termination of Employment

<http://uhr.rutgers.edu/ben/LifeEventsEmpTermination.htm>

COBRA Frequently Asked Questions

<http://uhr.rutgers.edu/faqs/FAQCobra.htm>

New Jersey Higher Education Recruitment Consortium (HERC)

<http://uhr.rutgers.edu/stf/NJHERC.htm>

Transportation Services (see "Downloadable Forms" for parking reimbursement instructions)

<http://parktran.rutgers.edu/>

University Human Resources Phone Contacts

All main numbers are 732-932-3020

Benefits	ext. 4077
Labor Relations	ext. 4040
HR Consultants	main number
Faculty and Staff Assistance Program	ext. 4010
Job Search Assistance	ext. 4093
Unemployment Issues	ext. 4077
Professional Development and Training	ext. 4070

Timetable for Termination in the NJ State Health Benefits Program

Date of Termination	Date Forms Must be Received at the Division of Pensions and Benefits	Date Coverage Ends
January 6 - February 5	February 5	March 1
February 6 - March 5	March 5	April 1
March 6 - April 5	April 5	May 1
April 6 - May 5	May 5	June 1
May 6 - June 5	June 5	July 1
June 6 - July 5	July 5	August 1
July 6 - August 5	August 5	September 1
August 6 - September 5	September 5	October 1
September 6 - October 5	October 5	November 1
October 6 - November 5	November 5	December 1
November 6 - December 5	December 5	January 1
December 6 - January 5	January 5	February 1