

CAREER RESILIENCY RESOURCES

Job Separation Checklist/FAQ's

Below is a list of the key steps to take, as well as basic information for individuals who are terminating their employment with the University. For some steps the **answer** is provided below, for others additional effort will be required to **find out** the necessary information.

Employee and Career Advisors and other HR staff are available to assist with questions concerning termination, however it is important that individuals who are facing job termination first seek to address as many of the points listed below as possible. This will allow them to work more effectively with an Employee and Career Advisor on the next step of career resiliency - looking for a new position.

STEP #1 – FIND OUT THE FOLLOWING INFORMATION FROM YOUR SUPERVISOR (check when completed).

- ___ When is my last day?
- ___ What will my job duties be from the day I receive my notice until my last day?
- ___ How much time can I spend looking for work?
- ___ When do I have to remove my personal belongings?
- ___ When do I have to return my keys?
- ___ Can I work from home?
- ___ Can I continue to use my department and/or University email? How long?
- ___ Do I need to take my vacation time?

STEP #2 - FIND OUT THE FOLLOWING INFORMATION ABOUT YOUR LAST PAYCHECK (check when completed).

- ___ When will I receive my last paycheck?

FIND OUT: Check with your payroll office to find out when your last pay period will be and the date you will be paid for that pay period.

___ How much money will I receive on my last paycheck?

ANSWER: You will be paid for the amount of time you work during the final pay period. You may at this time also receive payment for unused vacation or compensatory time.

___ Will I receive a lump sum payment for my vacation time? How much will I receive?

ANSWER: For **Classified Staff**, employees will be paid for accumulated hours in a lump sum, not to exceed the amount earned in one year. The employee may be required to use some or all accumulated vacation prior to the layoff/termination effective date. Classified Staff still serving the initial probation period are not eligible to use or be paid for vacation upon termination. For **Appointed Staff**, accrued vacation time will be reimbursed up to the amount that would be accrued in one year, in a lump sum at the time the non-renewal/termination is effective, unless otherwise stipulated in the contract.

___ Will I receive compensation for my accumulated sick time?

ANSWER: Accumulated unused sick leave is not payable upon regular separation from employment. If you are a Probationary Regular Classified Staff employee and have used sick leave during your initial probationary period, any used sick leave will be recovered from your final paycheck if you separate prior to completion of your probationary period.

However, if an employee obtains a University benefits-eligible position while on layoff status, the employee's former vacation accrual rate and sick leave balance may be reinstated at the discretion of the hiring department. **NOTE:** If, you have over 500 hours of accumulated sick time you may qualify for Retiree Accumulated Sick Leave ([RASL](#)) benefits.

___ Can I work from home?

FIND OUT: This is a decision that can only be made by your supervisor based on organizational necessity. Check with your supervisor.

___ Can I continue to use my department and/or University email? How long?

FIND OUT: This is a decision that can only be made by your organization based on organizational necessity. Check with your organization's Business Manager.

___ Do I need to take my vacation time?

ANSWER: Employees will be paid for accumulated hours, not to exceed the amount earned in one year. The employee may be required to use some or all accumulated vacation prior to the layoff/termination effective date. Hours remaining in excess of the amount earned in one year at the time of layoff/termination, will not be reimbursed.

STEP #3 – FIND OUT ABOUT YOUR HEALTH INSURANCE, RETIREMENT, UNEMPLOYMENT INSURANCE AND OTHER BENEFITS. (check when completed).

___ When is the last day I am covered by my health insurance?

ANSWER: This depends on the effective date of your termination. Your health insurance is effective up to and including the last day of the pay period that includes your termination date.

___ When do I need to start paying for health insurance?

FIND OUT: Under COBRA regulations there is a 60 day period for electing coverage. More details are available at <http://www.hr.arizona.edu> > Benefits > COBRA.

___ What is COBRA?

ANSWER: Under the federal law known as COBRA(the Consolidated Omnibus Budget Reconciliation Act), employees are eligible to continue their group medical, dental, and vision insurance coverage. Life Insurance conversion options are also available. More details are available at <http://www.hr.arizona.edu> > Benefits > COBRA.

___ Am I eligible for early or normal retirement?

FIND OUT: There is summary information concerning retirement on the HR website. There is also a link to the Arizona State Retirement System. You may contact the Benefits Administration Team at 621-3662, Option 3.

___ Once I leave my job, am I eligible for QTR benefits?

ANSWER: If you are a **classified staff** employee who is laid off from the University of Arizona, you and your eligible dependents are eligible for the QTR benefit if you had been employed at least five (5) years at the University immediately prior to the effective date of the layoff and you received a satisfactory or better performance evaluation. **Appointed staff** are not

placed on layoff status when their contract is non-renewed and are therefore not entitled to the QTR layoff privilege or to any other layoff privileges.

___ Can I apply for unemployment? How do I do this?

FIND OUT: You may be eligible to apply for unemployment insurance benefits. For more information about Unemployment Insurance, contact the Department of Economic Security Employment Security Administration offices in Tucson at 520-791-2722. For offices outside of Tucson or for additional information, visit the [website](#).

STEP #4 – FIND OUT ABOUT YOUR LAYOFF PRIVILEGES AND OTHER SUPPORT OFFERED BY THE UNIVERSITY (check when completed).

___ What are my layoff privileges?

FIND OUT: **Classified Staff**, with at least satisfactory job performance, have a variety of [layoff privileges](#) including Employee and Career Advising services and QTR benefits. **Appointed Positions** are not placed on layoff status when their contract is non-renewed and are therefore not entitled to layoff privileges.

___ Do I have recall rights?

ANSWER: A nonprobationary **Regular Classified Staff** employee with at least satisfactory performance is eligible for recall rights for up to twelve (12) months following the layoff/termination effective date. Should the position become available, an individual with recall rights must be rehired, without recruitment, to the same position in the same job classification and within the same department or departmental program as the layoff occurred. **Appointed Positions** are not placed on layoff status when their contract is non-renewed and are therefore do not have recall rights ([more information](#)).

___ Are there additional layoff privileges such as CatCard and email?

ANSWER: Other [privileges](#) may continue in accordance with policies of sponsoring departments (CatCard discounts, University email account, recreation membership, etc.). Temporary University employment (ineligible for University benefits) may be accepted without jeopardizing layoff privileges. May compete for University employment openings as an internal candidate.

___ What can Employee and Career Advising do for me?

ANSWER: The [HR Employee and Career Advising Team](#) provides advice and guidance to UA employees. It's purpose is to enable UA employees to make balanced and informed decisions regarding current work issues and career plans.

STEP #5 – IF YOU HAVE ADDITIONAL QUESTIONS OR WOULD LIKE CAREER ADVISING, CONTACT EMPLOYEE AND CAREER ADVISING (check when completed).