

Employee Layoff FAQ

Q. Why is the University implementing layoffs?

The university has continued to refine the plan for reducing expenditures to match the shortfall in net revenue that we anticipate for this year. Because the crisis is constantly evolving, it presents financial challenges that have forced us to further reduce our workforce.

Q. Will I receive a severance payout?

Yes. Staff must be in good standing. Additionally, all affected staff must meet all performance standards during the notice period. Severance and extended healthcare coverage are based on the number of continuous years of service at USF. Severance payout will be paid over the applicable payroll periods.

Years of Continuous Service at USF	Severance Payout and healthcare coverage (COBRA)
1 year to less than 2 years	1 pay period (½ month base salary) plus up to 1 month coverage
2 years to less than 6 years	2 pay periods (1 month base salary) plus 1 month coverage
6 years to less than 12 years	3 pay periods (1.5 month base salary) plus up to 2 month's coverage
12 or more years	4 pay periods (2 month base salary) plus up to 2 month's coverage

*Healthcare Consolidated Omnibus Budget Reconciliation Act (COBRA) includes medical, dental, vision, and EAP.

Unemployment Questions

Q. Am I eligible for unemployment insurance (UI) benefits?

Unemployment insurance (UI) eligibility is determined by the California Employment Development Department (EDD). Additional information related to California state unemployment can be found [here](#). USF will not contest your unemployment claim. EDD provides an [Unemployment Insurance Calculator](#) to help estimate your potential weekly benefit amount.

Q. How do I apply for Unemployment Insurance (UI) benefits?

Please visit the [EDD website](#) for information and instructions on how to apply online or to print an application.

Tip: When applying online, the University's third party administrator's address in Montana will appear. You do not need to update the address.

Q. How is my unemployment insurance benefit amount determined?

Please [visit](#) the EDD's website. There you will find a detailed explanation of how the amount is determined.

Benefit Questions

Q. Will the university pay me for my unused vacation days?

Yes. If you have a balance of accrued vacation leave, you will receive a one-time lump sum payment as part of your final paycheck.

Q. Is there any additional information for USF staff members who are laid off while already on an approved medical leave of absence?

Your approved short term and/or long term disability benefits are not impacted as long as you remain eligible for those benefits per the plan requirements. For additional questions, please contact leaves@usfca.edu.

Q. Will the university pay me the value of my unused accrued sick time?

No. Under university policy, sick time is not compensable.

Q. Is the vacation payout taxable?

The lump sum payment will include applicable federal and state tax deductions.

Q. If I or my dependents are using the tuition remission benefit, am I still eligible for the benefit if I am laid off?

Yes. Under the circumstances, tuition remission benefits will continue through the end of the academic year. This includes tuition remission for you and your dependents.

If you or your dependents are taking graduate courses, please note that since you will not be receiving a paycheck you are responsible for the taxation payment for the courses. You will be notified by September 15, 2020 of the taxation amount due for your fall semester enrollment. Payment of this amount will be due by September 30, 2020. For questions, please contact tuitionremission@usfca.edu.

Q. Will I still be covered under my current health benefits?

Immediately upon separation, you will be eligible for COBRA benefits. The University will pay COBRA premiums on behalf of the separated employee for the time periods listed below. Severance and extended healthcare coverage are based on the number of continuous years of service at USF.

Years of Continuous Service at USF	Severance Payout Plus HealthCare Coverage
1 year to less than 2 years	½ month base salary plus up to 1 month coverage
2 years to less than 6 years	1 month base salary plus up to 1 month coverage
6 years to less than 12 years	1.5 month base salary plus up to 2 month coverage
12 or more years	2 month base salary plus up to 2 month coverage

Q. What will happen to my Healthcare Flexible Spending Account (FSA)?

Your Healthcare FSA will end on your last day of work. You can still submit claims for any expenses incurred prior to that date and you will have 60 days after your layoff date to submit those claims.

Q. What will happen to my Dependent Care Flexible Spending Account FSA (employee contribution)?

Your Dependent Care FSA will end on your last day of work. You can still submit claims for any expenses incurred prior to that date and you will have 60 days after your layoff date to submit those claims.

Q. What happens to my employer provided voluntary life benefit plans (voluntary life, voluntary AD&D and voluntary dependent life)?

Your benefits will end at the end of the month following the month layoff begins (Ex. If you are laid off on August 1, your benefits will end on September 30). You will receive a conversion notice directly from the insurer.

Q. What happens to my employer provided long term disability (LTD) benefit plan?

Your benefits will end at the end of the month in which the layoff begins. (Ex. If you are laid off on August 1, your benefit will end on August 31.) LTD is not eligible for conversion.

Q. Can I expect to receive the employer retirement contribution into my 401(a) Plan from my severance pay?

No. The employer contribution into the 401(a) Plan is based on eligible compensation you receive from hours worked. Because severance pay is not considered eligible compensation, you will not receive the employer contribution into the 401(a) Plan from your severance pay.

Q. Can I contribute money into my 403(b) Plan from my severance pay?

No. The employee contribution into the 403(b) Plan is based on eligible compensation you receive from hours worked. Because severance pay is not considered eligible compensation, you cannot contribute employee contributions into the 403(b) Plan from your severance pay.

Q. Can I expect to receive the employer retirement contribution into my 401(a) Plan when I receive the lump sum payment for my accrued vacation hours?

No. Vacation payout is not considered eligible compensation for the employer contribution into the 401(a) plan.

Q. I am currently enrolled in the Commuter Check Direct (CCD) program. What will happen to my current order?

Please reach out to Benefits@usfca.edu for assistance.

Q. Will I need to return my laptop?

Yes. We will make arrangements to collect all your university issued equipment.

Q. How will I collect my personal items from my work area?

We will make arrangements with you so that you can safely retrieve your personal items.

Q. I am a member of a union. Do I still have to pay dues?

You should contact your union representative directly. The university will comply with the applicable terms of the collective bargaining agreement.

Q. Will I be eligible for re-hire?

Staff who receive severance may thereafter apply for available University positions in the regular course of the position application process. There is no preference or guarantee. If, however, affected staff are rehired during the notice or severance continuation periods, any pay in lieu of notice or salary payouts will terminate on the rehire date.

Q. If I am re-hired will there be a break in my service?

Laid off staff who are rehired within six months from their last day of work will retain the previous date of hire from their last position. Staff who are rehired must complete a probationary period of one year. Staff who return to work after a break in service exceeding six months will not be considered rehires and will be given a new date of hire. These staff must complete a probationary period.