

University of Tennessee
Health Science Center

910 Madison - Suite 722
Memphis, TN 38163
901-448-5600 (Telephone)
901-448-5170 (Fax)

UT Health Science Center Transition Packet

“Look with favor upon a bold beginning.”

- Virgil

Table of Contents

- Acknowledgement Receipt
 - Human Resources Contact Numbers
 - Placement Services
 - Training
 - Counseling Services
 - Insurance
 - Retirement
 - Unemployment Insurance
 - Policies:
 - Leave Transfer between the University and State Agencies
 - Reduction in Force
 - Restoration in Force
 - UTHSC Employment Office
 - EAP
 - Exit Interview Attitude Survey
-

UTHSC EMPLOYEE REDUCTION IN FORCE
PACKET
ACKNOWLEDGEMENT RECEIPT

Acknowledgement Receipt

I have received the reduction in force packet with the information listed above.
This form will become part of my personnel file.

Please Print

Department

Signature

Date

Contact Numbers for Human Resources

Job Placement Assistance

Donna Lenoir – 901-448-5599

Personnel File Review

Denise Griffin- 901-448-5605 (Non-Faculty Staff)

Career Consultations

Darnita Brassel – 901-448-2784

Insurance

Karen Weatherly – 901-448-5577

Retirement

Debbie Jackson 901-448-8547

Employee Assistance Program

Magellan Health Services - 1-855-437-3486

Campus Contact: Benefits Office-901-448-5601

Tennessee Department of Labor and Workforce Development

<http://www.tn.gov/labor-wfd/>

Placement Options

Information regarding openings within UTHSC will be made available to you online. A current listing of positions is available at <http://www.uthsc.edu/hr/employment>. If you meet the minimum qualifications of the position, HR will forward your application to the hiring manager. The hiring manager will contact HR to set up an interview.

Training

A variety of professional development and computer classes are offered at no charge by the office of Training & Development and Information Technology. You may attend these classes up to 12 months after your termination with **prior approval** from the instructor. Classes taught through Training & Development are listed on their web site at <http://www.uthsc.edu/hrtraining>. Classes taught through Information Technology can be found on their web site at <https://academic.uthsc.edu/edtech/TSE/>. A full listing of all campus offerings is located at <http://www.uthsc.edu/hrtraining>.

Counseling Services

Personnel file review is a service provided to every employee by the office of Human Resources. To make an appointment for file review, please contact our office at 901-448-5600.

The office of Training & Development provides professional development. Contact Darnita Brassel at 901-448-2784.

Insurance

If you are a participant in the Basic Group Insurance Program, your insurance benefits will cancel automatically when information regarding your termination is provided to the Benefits Administration. Terminated employees typically have one month of coverage after termination. Once your insurance terminates, you have the option to continue medical coverage according to the Consolidated Omnibus Budget Reconciliation Act of 1986 (Cobra). You may keep coverage on a month-to-month basis up to a maximum of 18-months. Upon termination of your health insurance benefits, you will receive a Certificate of Credible Coverage. This certificate, when provided to a new employer, will waive any pre-existing waiting periods.

Information about COBRA will be provided to you at your home address, once coverage has been terminated. **Be sure to keep your home address current with the Campus Payroll Office.** You should receive a letter approximately 30 days after your termination date.

Please contact the Benefits Office as soon as you are notified of your termination to verify insurance termination dates, if needed.

Retirement

Retirement may be an option for those affected by a reduction in force. If an employee leaves the University before retirement, several options are available depending upon the length of employment and the retirement plan. Upon request Human Resources will provide information on withdrawal, transfer, continuance or other options. Employees considering retirement may request Human Resources obtain a projected retirement estimate. Please contact Debbie Jackson at 901-448-8547 for assistance or to schedule an appointment.

Unemployment Insurance

You may file for unemployment compensation with your local unemployment office or on their web site listed below. The Tennessee Department of Labor & Workforce Development also provides a variety of services such as career counseling and planning, resume writing, skill assessment and training, community support services, etc. Please visit their web site at www.state.tn.us/labor-wfd for further information.

Policies

Leave Transfer between the University and State Agencies

University policy provides that any full-time employee of any agency, office or department of the State or of any state college or university who leaves one of these employers for employment with another without a break in service shall have annual and sick leave transferred.

When a former employee who has one full year of state employment in good standing returns to full-time service with one of these employers, he/she shall be credited immediately with all sick leave to which he/she was entitled at the time of termination. The last employer has responsibility for certifying eligibility for the sick leave credit to the re-employing agency, college or university.

Employees who had a minimum of 36-months of regular service prior to being laid-off will be eligible for longevity pay after 6 months of continuous service.

If an employee is restored to a position with the UTHSC or another state agency within 42 days of termination, the amount paid to the employee for annual leave must be re-paid to the hiring unit.

Reduction in Force

When a campus or institute anticipates the need for reduction in force, the rationale and general plan for such a reduction must be explained in writing and approved by human resources, the chancellor or vice president, and the chief financial officer. Human resources, after consultation with the General Counsel's Office, will obtain the appropriate approvals.

At the departmental level, the proposed process for such a reduction must be explained in writing. Each department will consult with human resources as the process is being planned. Within each department affected, the functions that will be eliminated should be identified. Determination of which positions will be eliminated and which employees will be laid off should be based on the following factors: department or area, functions eliminated, job title, position title,

continuous service date, and the employee's skills or competencies to accomplish the required work.

Prior to announcing any layoffs, specific plans for reduction in force must be reviewed and approved by human resources who will work with the General Counsel's Office as appropriate. Employees should be given as much written notice as possible prior to their termination date as is reasonable under the circumstances. Human resources shall make reasonable efforts to transfer affected employees to another department in which a vacancy exists for which they are qualified.

Positions eliminated by a reduction in force cannot be reinstated for one year after the layoff unless the employee laid off is offered the opportunity to be reinstated in the position.

All laid-off employees will be provided information on how to apply for vacant positions at the university and may elect to receive periodic notification of vacancies up to one year after lay-off at the location where they worked.

Restoration of Force

A restoration of force occurs when a position that was eliminated as the result of a reduction in force is re-established within one year from the date of the reduction.

Each human resources office shall notify and recall any laid-off employee when a restoration of force occurs in the position title, job title, and department of that former employee. Laid-off employees are eligible for recall for one year after the layoff. Should a recall occur within the year, the campus or institute will establish a schedule to recall the affected employees. The recall will be in reverse order of the layoff; the last employees laid off will be the first employees recalled. If a former employee is recalled to work through this process within one year after being laid off, his or her continuous service date will be restored to the date in existence at the time of the layoff.

If an employee rejects an offer of re-employment to the position that he or she held at the time of layoff, he or she will lose all restoration rights. Former employees who have elected retirement in lieu of layoff are not eligible for recall.

Health Science Center Procedures: Former employees

1. Employees who are laid-off should review open positions for which they are qualified. A recalled employee is eligible for previous salary, departmental funds permitting, and will not be required to serve another probationary period.
2. If former employees during the first year of layoff are hired to a totally different but comparable position and department (as determined by Human Resources) they may be eligible for previous seniority, benefits and salary.
3. Former employees who reject an offer of comparable employment or refuse a referral at the same level and/or classification held at the time of layoff could forfeit all privileges of recall. Human Resources will send notice of such action to the local State Department of Employment Security's Unemployment Compensation Claims Office.
4. The Vice Chancellor of Human Resources may make an exception to this procedure whenever an exception is deemed to be in the best interest of the University.

EAP

The Employee Assistance Program (EAP) provides free, short-term counseling service if you or your family need help coping with feelings about the loss of your job or in exploring alternatives at this critical point in your life. You may contact Magellan Health Services at 1-855-437-3486 to find out what benefits are available to you. You may also contact the Benefits Office at 901-448-5601 for assistance.

Exit Attitude Survey

The Exit Attitude Survey is a voluntary process that will give UT vital feedback from employees. Please complete the survey within 30 days. You can link to the survey below.

<http://www.uthsc.edu/hr/employment/records/documents/ExitInterviewAttitudeSurvey.doc>