

# **UNIVERSITY OF MISSOURI**

## **TRANSITION ASSISTANCE PROGRAM FOR ADMINISTRATIVE, SERVICE & SUPPORT EMPLOYEES March 1, 2009**

### **INTRODUCTION**

The Transition Assistance Program provides short term temporary income and benefits to employees subject to involuntary layoff. Transition assistance applies to all Administrative, Service and Support employees. Individuals not covered by HR 117 Layoff do not have seniority and preferential hiring rights. Other layoff provisions remain in effect. The following transition assistance program will apply to layoffs occurring between March 1, 2009 and June 30, 2010.

### **ELIGIBILITY**

All regular Administrative, Service and Support employees (as defined in HR 101 Employee Status) who have successfully completed their probationary period are eligible for transition assistance. Employees whose positions are discontinued because of a reduction in the workforce are eligible for transition assistance, regardless of funding source. Non-regular (as defined in HR 101 Employee Status) and probationary employees are not eligible.

In some cases, it may be several weeks between the time the employee is notified of layoff and the actual date of layoff. To qualify for transition assistance, the employee must continue to perform his or her duties in a satisfactory manner after notice of layoff and prior to the effective date of the layoff. If the employee refuses to accept transfer or assignment to a comparable regular University position, the employee loses his or her right to transition assistance. In addition, the employee is not eligible for transition assistance if any of the following events occur prior to the effective date of layoff or, once commenced, is not eligible for the continuation of transition assistance if any of these events occur prior to the end of transition assistance: 1) death 2) retirement 3) termination, 4) receipt of Long-Term Disability (LTD) benefits or 5) acceptance of another regular benefit eligible position within the University. In order for an employee to be eligible to receive transition assistance payment, the employee is required to sign the University of Missouri Transition Assistance Payment Agreement and Release.

### **NOTICE**

Employees will be given a minimum of two weeks written notice of layoff because of a workforce reduction. At the University's option, such employees may receive two weeks pay (prior to transition assistance payments) in lieu of notice. Issuance of layoff notice must be coordinated through campus Human Resource Services.

## **TRANSITION PAY**

An eligible employee will receive one week of pay (minimum of 4 weeks; maximum of 26 weeks) for every year of continuous regular employment, immediately prior to layoff. For regular employees who have a contract with a specified end date, transition pay shall not exceed the amount the employee would have earned through the contract end date. Transition payments will be made in accordance with the employee's regular pay schedule. Such payment and the employee's repayment obligations shall be in accordance with the University of Missouri Transition Assistance Payment Agreement and Release and shall not begin until the effective date of the agreement.

## **TRANSITION BENEFITS**

All eligible Administrative, Service and Support employees with a minimum of five years of continuous regular employment with the University (including those not covered under HR 117 Layoff), immediately prior to layoff, will be placed on a layoff leave of absence for one year from the effective date of layoff. All eligible Administrative, Service and Support employees with less than five years of continuous regular employment with the University (including those not covered under HR 117 Layoff), immediately prior to layoff, will be placed on a layoff leave of absence for three months from the effective date of layoff, provided, however, the layoff leave of absence may not exceed a contract end date, if any. During the layoff leave of absence, the employee will be eligible to participate in the University's benefit programs (medical, dental, life, accidental death and long-term disability). The University will continue to pay its portion of the benefit premiums during the layoff leave of absence.

Employees placed on layoff leave of absence are required to notify campus Human Resource Services if they obtain employment outside the University and/or if they become eligible for coverage under other benefit programs as a result of such employment. Participation in the University's benefit programs will not be continued if the employee becomes eligible for coverage under other benefit programs as a result of employment outside the University.

The qualifying event date for COBRA eligibility is the effective date of the layoff leave of absence. The COBRA benefit period will run concurrently with the layoff leave of absence. Once the layoff leave of absence has expired, COBRA benefits can continue, with full costs paid by the individual, for the remainder of the COBRA eligibility period allowed (not to exceed 18 months in total). The Faculty and Staff Benefits Office will mail information on COBRA benefits, including the timeframe for COBRA election.

## **OUTPLACEMENT SERVICES**

Outplacement services such as resume preparation, help in developing job search strategies and interviewing skills will be made available to an employee through campus Human Resource Services, which will also provide contact information for the appropriate Division of Employment Security.