



**I am a Non-Renewed Faculty or Appointed Professional Leaving the University, Now What?
Job Separation Checklist & FAQs**

- What property do I need to return?

□	Property To Be Returned	Completion Date or Not Applicable
	Books and office supplies	
	Computers, laptops, iPads, phones, pagers, tablets	
	Departmental ID badge	
	Departmental service vehicle parking permit	
	Equipment provided for remote work	
	Keys <input type="checkbox"/> Building/room/office <input type="checkbox"/> Desk and file cabinets	
	Parking permit or RFID device (return in person, or by mail to: Parking & Transportation Services, 1117 E. Sixth Street, Tucson AZ 85721). If returned before April 7, you will get a partial refund.	
	P-Card	
	Tools and job-related equipment	
	Uniforms (if provided by UA)	
	Update equipment location changes in UA property management system	

□	Other Reminders	
	Before you leave employment, verify your address, phone number, and email address are up-to-date in UAccess Employee (to ensure you receive W-2 forms, etc.)	
	If your contact information changes after your separation date, contact Payroll at payroll@fso.arizona.edu or (520) 621-9097 to update.	
	Ensure your UA email is not linked to personal accounts (e.g., LinkedIn, Apple Store) For information about how long your UA email account will remain active, contact UITS at (520) 626-TECH.	
	Cancel any meetings or commitments that are scheduled after your anticipated date of departure.	
	Leave an out-of-office greeting on your e-mail and phone directing people to a new point of contact.	

Here is a list of the key steps to take, information to find out, and things to know if your employment with the University of Arizona is ending. Employee & Career Advisors and other HR staff are available to assist and support you. However, the more of these points you can address before your meeting, the more effectively an Employee & Career Advisor can help you with the next step of career resiliency—looking for a new position. Check off each item as you complete it.

Step 1. Find Out the Following from Your Supervisor

- 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?

This is a decision that can only be made by your supervisor based on organizational necessity.

- Can I continue to use my department or University e-mail? If so, for how long?

This is a decision that your unit will make based on organizational necessity. If you are a UA alumnus/alumna or are retiring with official status, you are entitled to retain your UA email address. For questions about continuing your UA email, or about when it will terminate, contact UITS at (520) 626-TECH.

- Do I need to take my annual leave time?

You may be required to use some or all of your accumulated annual hours prior to your separation date. You will generally be paid for unused vacation time as described under Step 2.

Step 2. Find Out the Following about Your Last Paycheck

- When will I receive my last paycheck?

Check with your department's business officer to find out when your last pay period will be and the date you will receive your final paycheck.

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

You will be paid for the hours you work during the final pay period. You may also receive payment for unused annual leave (if applicable to your position) on this paycheck or on a post-separation paycheck.

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

Unless your contract stipulates otherwise, you will be reimbursed for your accrued vacation time up to the amount you would accrue in one year, in a lump sum, at the time the nonrenewal/termination is effective. You will not be reimbursed for hours beyond the amount earned in one year.

- Will I receive compensation for my accumulated sick time?

Accumulated unused sick leave is not payable upon regular separation from employment.

Note: *If you choose to retire and have more than 500 hours of accumulated sick time, you may qualify for [Retiree Accumulated Sick Leave](#) (RASL) benefits.*

STEP 3. FIND OUT ABOUT YOUR RETIREMENT, UNEMPLOYMENT INSURANCE, AND BENEFITS

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

Your health insurance coverage is effective up to and including the last day of the pay period that includes your termination date.

- What is COBRA, and how does it affect my health insurance?

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. Employees pay the full cost of the insurance (that is, both employer and employee contributions). An information and enrollment packet will be mailed to you at your current home address on record after your termination effective date.

- What is the Affordable Care Act, and how does it affect my health insurance?

The Affordable Care Act (ACA, or “Obamacare,”) requires all Americans either to get health insurance or pay a penalty based on a portion of their income. It has also created health-care exchanges where you can buy insurance, usually at a lower cost than purchasing individual insurance. Finally, depending on your income, you may be eligible for a subsidy to lower the cost of your premiums. Loss of employment is a qualifying event that will allow you to purchase insurance under the ACA. See www.healthcare.gov for information.

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

You have three options for health insurance during your job search: You can (1) continue your current health insurance by paying the premiums yourself under COBRA, (2) purchase individual/family health insurance through a private provider, or (3) purchase insurance through the health-care marketplace created under the [ACA](#). Under [COBRA](#) regulations you have 60 days to elect coverage. Under the ACA, you will incur a penalty if you remain uninsured for 3 months or more, with certain [exceptions](#).

- What are the options for my retirement account?

Contributions to your retirement account will cease once your employment ends. You have several options for your funds on account:

- *Withdraw all or some of your contributions (may have tax penalties)*
- *Roll over your account to an IRA or other qualified retirement account*
- *Leave your retirement account on deposit for a future benefit*
- *Find out if you are eligible for normal or early retirement*
- *If you are in the Optional Retirement Plan you can find information to contact your investment provider on the [HR website](#). Follow this link for the [Arizona State Retirement System](#).*

- What happens to my life insurance policies?

The basic life insurance provided by UA terminates with your separation from University Service. If you purchased supplemental life insurance through Aetna or Hartford, you can contact the provider to arrange continuation of that policy.

- Once I leave my job, do I and my dependents remain eligible for Qualified Tuition Reduction (QTR) benefits?

QTR benefits do not continue beyond the contract nonrenewal date. If you or a dependent are currently using QTR benefits at the time of your nonrenewal, you will be able to complete the current semester's courses.

- Can I apply for unemployment benefits? How do I do this?

You may be eligible to apply for unemployment insurance benefits. For more information about unemployment insurance, visit the Department of Economic Security, Employment Security Administration [website](#) or contact their offices in Tucson at (520) 791-2722 or (877) 600-2722 outside Tucson.

STEP 4: FIND OUT ABOUT SUPPORT THE UNIVERSITY OFFERS How can an Employee & Career Advisor assist me?

The [HR Employee & Career Advising Team](#) provides advice and guidance to all UA employees. Its purpose is to help you

- determine the full range of your skills and interests
- establish short- and long-term career goals
- develop an effective job search strategy as you consider other University opportunities or career moves outside the University
- write effective resumes and cover letters
- develop effective job search strategies and networking opportunities

To schedule an appointment, contact Nicole Johnson at (520) 621-8298 or nmj1@email.arizona.edu

- Is employee assistance/counseling available?

Yes. UA Life & Work Connections offers free, voluntary, confidential services to benefits-eligible employees. You can get help to address a range of personal and work-related concerns, such as stress associated with change and transitions, and job and career difficulties. To arrange an appointment for short-term counseling, referral to community resources, or information about assistance through your health benefit provider, contact UA Life & Work Connections at (520) 621-2493.

- Can I apply for other UA positions?

Yes. Visit UACareers.com for available positions. Prior to your termination date, you may apply for internal-only positions. If you obtain another benefits-eligible position at the University prior to your termination date:

- you can be transferred to the new position immediately
- at the discretion of the hiring department you will retain your accumulated sick leave and vacation balances

If you obtain another benefits-eligible position after your termination date, you will be considered a rehire. If you are rehired within 12 months, you may be eligible to request reinstatement of your sick leave balance

- What are outplacement services and how can they help me?

The University of Arizona has contracted with two outplacement firms, Professional Development Strategies, and Right Management, to support employees affected by reductions in force, nonrenewals, or career transitions. Outplacement firms provide career transition services to help job seekers identify and land new employment. Examples include

- *help with writing a resume and positioning yourself on social media*
- *refining job search strategies*
- *identifying needs and opportunities for professional skills development*
- *honing interviewing skills*

If you identify yourself as a separating UA employee, you can get the UA contracted rate. Click here for [contact information](#).

If you have additional questions regarding benefits, retirement & QTR contact:

Main Campus HR Solutions: (520) 621-3660 or hrsolutions@email.arizona.edu

Human Resources at University of Arizona Health Sciences: (520) 626-5593

Human Resources at College of Medicine Phoenix: (602) 827-2600

If you would like to request Employee & Career Advising contact:

Main Campus - Employee Advising: (520) 621-8298 or nmj1@email.arizona.edu

Human Resources at University of Arizona Health Sciences: (520) 626-5593

Human Resources at College of Medicine Phoenix: (602) 827-2600