Here is a list of the key steps to take, information to find out, and things to know if you are ending your employment with the University. Employee & Career Advisors and other HR staff are available to assist and support you. But 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. You may wish to 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 can only be made by your unit based on organizational necessity. Check with your unit’s business manager.*

- Do I need to take my vacation time?

*You may be required to use some or all of your accumulated vacation 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 payroll office to find out when your last pay period will be and the date you will be paid for that period.*

- 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 vacation or compensatory time on this paycheck.*
Will I receive a lump sum payment for my vacation time? How much will I receive?

For Classified Staff: You will be paid for accumulated hours in a lump sum, not to exceed the amount earned in one year. Hours in excess of the amount earned in one year will not be reimbursed.

For Appointed Personnel: 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. Life Insurance conversion options are also available. 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: You can find summary information concerning retirement on the HR website. There is also a link to the Arizona State Retirement System. You may also contact Mike Krebbs, senior benefits specialist, at (520) 621-3668.

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

For Classified Staff: If you have been employed at the University for at least 5 years immediately prior to the effective date of the layoff, and you have received satisfactory or better performance evaluations, you and your eligible dependents are eligible for the QTR benefit for a period of 12 months following the effective date of the layoff.

For Appointed Personnel: Appointed personnel are not placed on layoff status when their contract is non-renewed, and therefore you are not entitled to the QTR layoff privilege or to any other layoff privileges.

□ 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 YOUR LAYOFF PRIVILEGES AND OTHER SUPPORT THE UNIVERSITY OFFERS

☐ What are my layoff privileges?

_for Classified Staff:_ If you have at least satisfactory job performance, you have a variety of layoff privileges, including QTR benefits.

_for Appointed Personnel:_ Because appointed personnel are not placed on layoff status when their contract is non-renewed, you are not entitled to any layoff privileges.

☐ Do I have recall rights?

_for Classified Staff:_ If you are a regular non-probationary employee with at least satisfactory performance, you are eligible for recall rights for up to 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.

_for Appointed Personnel:_ Because you are not placed on layoff status when your contract is non-renewed, you do not have recall rights.

☐ Are there additional layoff privileges such as CatCard and e-mail?

Other privileges that may continue in accordance with policies of sponsoring departments are CatCard discounts, University e-mail account, Recreation Center membership, etc.). You may compete for University employment openings as an internal candidate. You may accept temporary University employment (non-benefits-eligible) without jeopardizing your layoff privileges. These privileges last up to 12 months following layoff.

☐ 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
☐ 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. Classified staff with layoff privileges may continue applying for internal positions for 12 months after layoff.

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 are classified staff, you will retain your vacation accrual rate

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.

If you have additional questions or would like career advising, contact Employee & Career Advising.