

Frequently Asked Questions and Answers  
for Employees in  
Teamsters BU 3

**Layoff Information**

**Revised: February 2009**

## Questions and Answers about Layoffs in BU3

*To be sent to employees with their layoff letters.*

**Q1. Where do I find the policies concerning my rights regarding seniority and layoff?**

A1. Your rights are explained in the Collective Bargaining Unit 3 Agreement between the U of M and Teamsters, Primarily Articles 10, 12, 25 and 26. If you do not have a copy of the union contract you may obtain one from the Union, Teamsters Local 320 or on-line at <http://www1.umn.edu/ohr/policies/governing/unit3contract/index.html>

**Q2. How much notice should I receive if I am being laid off?**

A2. This depends on your situation:

- If you are laid off from a continuing position you must receive a written notice at least two (2) weeks prior to the effective date of the layoff.
- If you are bumped by a laid off employee, you must receive a written notice at least two weeks prior to the effective date of the layoff.

**Q3. What is a layoff?**

A3. A layoff is defined as the termination of an employee's employment for reasons that are beyond the employee's control and do not reflect discredit upon the employee.

**Q4. How will my seniority apply if I am laid off?**

A4. Your seniority determines your right to bump another employee and the order of hire from the layoff list. Three types of seniority are used in layoff situations:

The seniority definitions that determine rights to any given position are as follows:

- Master seniority is the continuous length of time in a particular classification in the bargaining unit within an immediate geographic area.
- Job classification series seniority for Article 26 only, is defined as total continuous hours accumulated in all classifications within an identified job classification series within a department.

**Q5. What is the effect on an employee's seniority if the employee is temporarily laid off and is called back for a short time during the layoff?**

A5. The employee accumulates seniority for time worked during a temporary layoff.

**Q6. What are my layoff rights?**

A6. If a position is abolished and the laid off employee has passed probation in the classification, the following bumping rights are accorded if the employee meets the minimum qualifications for the new position or vacancy. The employee bumps in the order listed below. If the employee chooses not to exercise options 1, 2, or 3, the employee shall be considered as having resigned.

1. To a vacancy in the same classification and Immediate Geographic Area.
2. To the position in the department occupied by the employee with the least master seniority.
3. To the position in the Immediate Geographic Area occupied by the employee with the least master seniority.
4. To a vacancy in the most recent formerly held classification in the Immediate Geographic Area.
5. To the position in the Immediate Geographic Area in the most recent former classification of the laid off employee occupied by the employee with the least master seniority.

6. To a vacancy in any classification in the Immediate Geographic Area, where the employee is qualified.
7. To a position in a lower classification in an identified job series occupied by the employee with the least classification series seniority provided the laid off employee has at least five years of classification seniority and more classification series seniority than the employee being bumped.
8. If none of the above is available to the employee, the employee is able to go on the layoff list.

**Q7. What will I be paid if I am being laid off and I'm exercising layoff rights by bumping a less senior employee or taking a vacancy?**

A7. An employee exercising layoff rights to a position or vacancy in the classification held at the time of layoff maintains their current salary. An employee exercising layoff rights to a position or vacancy in a formerly held classification will be paid at the step in the pay range of the former classification that maintains the employee's salary or the pay range maximum of the former class, whichever is less. If the employee's current salary falls between two steps of the pay range for the former classification, the employee is paid at the higher of the two steps.

**Q8. I have received a layoff notice. When can my name be placed on the layoff list?**

A8. If you have passed probation in a position in Bargaining Unit 3, your name can be placed on the layoff list as soon as you receive a written layoff notice and submit an updated employment application. Please refer to the [Layoff List Information for Teamster Employees](#) for complete information.

To have your name placed on the layoff list, write to:

Layoff List Coordinator  
Office of Human Resources  
200 Donhowe Building  
319 15<sup>th</sup> Ave. SE  
Minneapolis, MN 55455-0106  
Fax: 612-624-6037  
E-mail: llrqst@umn.edu

To have your name placed on the layoff list, you will need to provide:

- A copy of your layoff letter to the Layoff List Coordinator;
- A new or updated application on line at <http://www.umn.edu/ohr/employment>;
- A written request to the Layoff List Coordinator to have your name placed on the list. The form was attached to your layoff notice.

**Q9. Can I refuse a job offer from the University and still remain on the layoff list?**

A.9 An employee on layoff shall have the opportunity to return to work in his/her classification within two (2) years of his/her layoff before a new employee is hired for that class in his/her immediate geographic area (see Article 26.7). However, an employee who is notified by certified mail to return to work shall have five (5) work days to indicate his/her intent to return and ten (10) work days to return. An employee who fails to meet these time limits shall be considered to have voluntarily terminated employment.

**Q10. How should I go about finding another position at the University?**

A10. Update your employment application to reflect your most recent work experience and apply for other University positions. University job vacancies are posted at <http://www.umn.edu/ohr/employment>.

In addition, Dislocated Worker Program services are available through the Minnesota Department of Employment and Economic Development (DEED). The Dislocated Worker Program is delivered from employment and training agencies around the state. Individuals may inquire about Dislocated Worker Programs at a local WorkForce Center office. Participation in a Dislocated Worker Program is subject to a test of eligibility. Information is available at <http://www.deed.state.mn.us/dw/>.

**Q11. What wage is paid to an employee rehired to a former classification that is not a recall?**

A11. The employee can be hired anywhere in the pay range.

**Q12. What salary is paid to an employee on layoff who is recalled or returns to work in the same classification within two years of their layoff?**

A12. The laid off employee is returned to the same wage rate step they held at the time of layoff.

**Q13. What happens to my vacation and sick leave balances if I am laid off?**

A13. You will be paid out for your vacation balance at your layoff. Records will be maintained and your vacation accumulation rate and unused sick leave will be reinstated if you are rehired from the layoff list into a position that is eligible to accrue vacation and sick leave at a percentage appointment of at least 50%. If you are rehired from the layoff list, you also have the option to buy back all of the vacation that was paid out at the time of layoff. This option does not include a time payment plan or an option to buy back only a portion of your vacation paid out at your layoff.

**Q14. Can I withdraw the money from the contributions to my retirement account?**

A14. After termination of service, you can request a refund of your deductions. Refund applications are available only from the Minnesota State Retirement System (MSRS). Forms may be requested by calling (612) 296-2761 or (800) 657-5757. The refund includes interest at 6 percent per year, compounded annually. The refund is taxable income. If you take a refund, federal tax law requires that MSRS withhold 20 percent, unless you arrange a direct roll-over of your refund into an IRA or other qualified plan. In addition, your refund will likely be subject to a 10 percent tax penalty. This tax is assessed when you file your next tax return. More detailed tax and estimate information is provided with your refund application. If you have at least three years of service, it is also possible to leave the contributions in the Fund and receive a deferred annuity upon reaching retirement age.

**Q15. How do I apply for Unemployment Insurance Benefits if I am laid off?**

A15. You can apply for unemployment insurance benefits using the Applicant Self-Service System available online and by phone through the Department of Employment and Economic Development:

- Online at [www.uimn.org](http://www.uimn.org)  
Click on *Apply for UI Benefits*
- By phone using the automated phone option. You can choose English, Spanish, Hmong or Somali –
  - Twin Cities area: 651-296-3644
  - Greater Minnesota: 1-877-898-9090

TTY (for the deaf and hard of hearing): 1-866-814-1252

The applicant Self Service System is available Monday through Friday, 6 a.m. to 6 p.m. You may also wish to contact your local Minnesota WorkForce Center online at <http://www.mnwfc.org/field/>.

**Q16. If I am laid off, what will happen to my payroll deductions for loans from banks, credit unions, or biweekly payroll?**

A16. Your payroll deductions will cease with your last regular paycheck. You should make the necessary arrangements with your bank or credit union for payment of your loans with them. The remaining amount of your loan from biweekly payroll will be deducted from your last paycheck.

**Q17. What happens to my payroll deduction taken for the Optional Tax Deferred Annuity Plan when I am laid off?**

A17. You should contact Employee Benefits to have your options explained to you by a Benefits Counselor, (612) 624-9090, Option 2 or 1-800 756-2363 Option 2.

**Q18. What happens to my health, dental, and life insurance coverage if I am laid off?**

A18. If you receive the University contribution, have three or more years of continuous service and elect not to participate in the University Layoff Severance Program, you remain eligible for a University contribution toward your medical, dental, and life insurance coverage for up to six months or until you are covered by another group plan, whichever occurs first. After the six months, you will be able to continue your coverage by paying the full cost for an additional 12 months or until you are covered by another group plan, whichever occurs first. If you have less than three years of service or work less than 75% time, you may elect to continue medical, dental and life coverage in effect at the time of termination under COBRA (Consolidated Omnibus Budget Reconciliation Act) Continuation Coverage by paying the total cost, plus the 2% administrative fee for a duration of up to 18 months or until you are covered by another group plan, whichever occurs first. NOTE: Unless you make arrangements to continue insurance coverage, it will terminate on the last day of the payroll period that contains your last day of work.

**Q19. What happens with my parking contract when I am laid off?**

A19. You should call the Parking Services contract representative at (612) 626-7275 as soon as you are aware you will be laid off. Laid off employees may retain their contract for up to three months, but must prepay their parking. Those that return to work within one year will be placed at the top of the waiting list for the contract facility they previously occupied.

**Q20. Will I lose my staff privileges for athletic tickets if I am laid off?**

A20. You may continue to purchase athletic season tickets at the staff rate during your layoff for the length of time you remain on the layoff list. If you obtain work outside the University, you may retain your location but must pay the public price. If you are on a payroll deduction for tickets, you will have to make arrangements for payment directly with the athletic department.

**Q21. What can the University Employee Assistance Program (U-EAP) do for me if I am laid off?**

A21. A U-EAP counselor can help you with assessing financial matters, career change strategies, and emotional or stress related difficulties while you are on the layoff list, if you have not returned to work outside the University. EAP services are provided by:

**Twin Cities** EAP services are provided by:  
The Sand Creek Group, Ltd.

612-625-2820  
800-632-7643  
[eap@umn.edu](mailto:eap@umn.edu)

**Crookston:** Northwestern Mental Health Center, 218-281-3940

**Duluth:** St. Luke's Employee Assistance Program, 218-249-7077

**Morris:** Stevens Community Medical Center, 320-589-7625

**Rochester:** Contact the Twin Cities EAP services

University employees in Greater Minnesota may also use the Twin Cities EAP.

**Q22. Can I use the Regents' Scholarship when I am laid off?**

A22. Yes. If you were eligible for the Regents' Scholarship and you are now on the layoff list, you have access to the Regents Scholarship Program for as long as you remain on the layoff list. Contact the Layoff List Coordinator at (612) 625-2016 or [llrqst@umn.edu](mailto:llrqst@umn.edu) for further information.