Benefit and Other HR Related Information for Reduction in Force

Employee’s whose positions have been eliminated due to a Reduction in Force (RIF) are eligible for the following:

Internal Consideration for Recruitment at UND
UND has implemented a temporary transfer/internal recruitment process to help dislocated employees with reemployment at UND. Eligible employees affected by a RIF who want to consider other opportunities at UND are required to submit an internal application, current resume, and letter of reference from their current supervisor to UND HR: Attention: Peggy Varberg, HR Manager, peggy.varberg@und.edu or UND HR Mail Stop 7127. HR will communicate with the employee when positions they are qualified for become available at the university, prior to normal recruitment being conducted. If interested, all application materials will be shared with the hiring department and an interview will be arranged. This does not guarantee a job offer will be made, however, it does allow for those affected by a RIF to gain first access to open positions. This program will end on December 31, 2017.

Additionally, according to NDUS Policy 24, Reduction In Force, RIF employees will be considered internal candidates for a period of 2 years from the effective date of the reduction in force. Access to internal positions will be granted by logging into the “internal job openings” page on UND’s website by using their current NDUS Account Username and password.

Employee Assistance Program (EAP)
Employees may continue to access EAP services for a period of 90 days following their termination date.
1-800-627-8220

Tuition Waiver/Education/Development
The employee tuition waiver will be available for two years from the June 30, 2017 for the employee whose position has been eliminated due to a Reduction in Force. This does not apply to the dependent tuition waiver.

The employee may continue to take classes through Human Resources Learning and Development program for two years from their termination date.

Health, Dental, Vision Insurance & COBRA

- All insurance premiums are paid one month in advance. Coverage ends at the end of the month following the month of termination (Terminate employment any day in May, insurance coverage ends at the end of June).

- Health, dental & vision insurance may be continued for up to 18 months. Employee is sent a COBRA continuation form to complete from the HR/Payroll Office. If the employee wishes to continue the health, dental or vision coverage they complete the form & return it to the NDPERS office in Bismarck. The monthly premium is taken directly from your bank account. Contact Vicki in the HR/Payroll Office for current rates at (701) 777-2158.

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• Continuation of Health benefits is may be available at the employee’s cost for a period of up to 18 months from the termination date. Contact Vicki in HR/Payroll for more information. (701) 777-2158

Optional Insurance

• Life insurance, AFLAC & UNUM insurance may be continued. Premiums are submitted directly to the company (rates may vary).

Any forms you need regarding continuation of insurance will be sent to your home address once the HR/Payroll Office has received notification of your termination. Contact Vicki in the HR/Payroll Office with any insurance questions you may have at (701) 777-2158.

FlexComp

• Flexcomp participants must incur medical expenses, prior to separation, to be eligible for reimbursement. However, Flexcomp participants will have until April 30, 2018 to submit the expenses for reimbursement. Contact Cheryl in the HR/Payroll Office with any questions you may have at (701) 777-4423.

Retirement

NDPERS retirement account options available:
• Leave account in NDPERS Fund for later withdrawal. The money will continue to earn interest, the current rate is 7.5%.
• Receive refund of employee portion, minus 20% for Federal tax. A 10% IRS penalty will be assessed when taxes are done for the year the money was received. The employee portion is 7% of your salary (3% employee contribution & 4% UND contribution).
• Employee portion may be directly rolled over to an eligible plan or financial institution.
• Elect a Deferred Benefit. The earliest age a member can begin to receive a monthly benefit is age 55 or Rule of 85, whichever comes first. You are vested after 3 years of service.

Any forms you need for your NDPERS Retirement account will be sent to your home address once the HR/Payroll Office has received notification of your termination. Contact Katie in the HR/Payroll Office at (701) 777-2157 with any other questions.

TIAA-CREF retirement account options available:
• Leave account in TIAA-CREF, interest will continue to accumulate.
• The following criteria must be met in order to receive a lump sum refund of your TIAA-CREF account: if less than $2,000 in the TIAA portion and less than $10,000 total between TIAA and CREF. A refund would be minus 20% Federal tax with a 10% IRS penalty assessed when taxes are done for the year the money was received.
• The same criteria for a refund applies to a rollover of the account to an eligible plan.
• Receive a retirement benefit at any age.
• If employee is 55 years of age or older, a full refund of any money in the CREF accounts is available. (Inquire with TIAA-CREF about tax implications.)
Contact TIAA-CREF at (800) 842-2776 for more information.

**Vacation/Sick Leave Payout**

- Vacation and sick leave are paid on the pay date after an employee has received their last check for salary.
- Employees who have been earning leave for 10 years or more receive 10% of their sick leave balance.
- Contact Kevin in the HR/Payroll Office at (701) 777-4227 for tax implications on leave payouts.

**Address Change**

- If you are moving you should change your address in HRMS Employee Self-Service or complete the address change form located on the HR/Payroll website.

**Job Service Information**

- Unemployment compensation is determined by Job Service North Dakota. Because this is an involuntary separation, unemployment insurance should be available.
- To apply or for more specific questions please visit Job Service ND in Grand Forks at the following location:
  - 1501 28th Ave S., Grand Forks, ND 58201 (701) 795-3700
- You may also visit their website at: www.jobsnd.com

**UND HR**

- Is available to review resumes and cover letter to assist in job searches.