Reduction-In-Force Frequently Asked Questions

What if I get rehired at UND or any other state agency?

Employees not on probation when terminated as a result of a reduction in force and rehired within two years shall be credited with:

1. Previous service for the purpose of determining annual leave accrual rates.
2. Sick leave hours accumulated prior to the reduction, less the amount paid pursuant to Section 7.5 of this manual.

Employees not on probation when terminated as a result of a reduction in force shall, for two years following the reductions, be provided the following additional services:

1. To the extent possible, institutions will assist terminated employees in searching for other employment.
2. Each institution shall maintain a list of employees, including their qualifications, who were terminated due to a reduction in force. Individuals from this list shall be treated as internal applicants by the hiring institution.
3. To assist in retraining efforts, employees terminated due to a reduction in force may continue to utilize the North Dakota University System’s employee tuition waiver as defined in Section 33 of this manual.

How long is my Health Insurance covered?

Health Premiums

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).

What happens to my retirement account?

NDPERS – Retirement

May leave your retirement with NDPERS and draw a monthly annuity payment when eligible; or can take in a lump sum payment less taxes. If you take a lump sum payment, you will not be eligible for a retirement benefit or to stay on health insurance past your COBRA eligibility.

TIAA-CREF Retirement

Unable to collect until age 55

What happens to my Flex Spending Account?
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.

**Is unemployment compensation available to me?**

Unemployment compensation is determined by Job Service North Dakota but because this is an involuntary separation, unemployment insurance should be available.

**What programs available to help me find other employment?**

UND has implemented a six month temporary internal transfer procedure to help dislocated employees with reemployment at UND. See

UND Human Resources is available to review resumes and cover letters to assist in job searches.

Employees affected by the reduction in force will have two full years of internal job openings consideration from the date of separation.

**What happens to my accrued annual leave and sick leave?**

Benefited staff employees terminating employment, or transferring to a position wherein annual leave accrual benefits do not apply, must be paid for earned unused annual leave at the hourly rate applicable at the time of termination or transfer subject to all approved payroll matched reductions/deductions. Unused annual leave shall include any leave carried over from the previous year and all accrued leave up to the date of termination.

If the employee, affected by the reduction in force, has been employed at least ten (10) continuous years of state employment, they will be entitled to a lump-sum payment equal to one-tenth of the pay attributed to the employee's unused sick leave accrued under this Section 7 and in accordance with N.D.C.C. Section 54-06-14. The pay attributed to the accumulated, unused sick leave must be computed on the basis of the employee's salary or wage at the time the employee leaves the employ of the state.

**Are there any other benefits that I am eligible for?**

Employees affected by the reduction in force have two years access to the employee tuition waiver benefit.

Each institution shall maintain a list of employees, including their qualifications, who were terminated due to a reduction in force. Individuals from this list shall be treated as internal applicants by the hiring institution.

2/9/2017