



Office of Human Resources

REDUCTION-IN-FORCE (RIF) RESOURCE GUIDE FOR EMPLOYEES

The Office of Human Resources (HR) has developed this guide to assist employees impacted by a Reduction in Force (RIF). We understand and acknowledge that having your position eliminated or your work hours reduced may impact your livelihood and it can be very difficult to manage and navigate any unexpected changes. This guide contains information to assist you during this transition and offer resources for next steps in your job search.

Key topics include the following:

1. What is a reduction in force at UTD
2. Your rights and options
3. Applying for a position at UTD
4. Applying for unemployment benefits
5. What to expect during the notice period
6. Check out process, payout of accrued leave and final paycheck
7. Continuation of employee benefits
8. Resources for employees affected by a RIF

Throughout the RIF process and transition period, a member of the HR Employee Relations staff is available to answer questions and offer guidance on resources available. **Your designated Employee Relations contact is [ER REP Name] at NAME@utdallas.edu or 972-883-XXXX.**

The following Human Resources staff are also available to assist you throughout the transition on specific topics:

Benefits – health/dental insurance, retirement, flexible spending accounts, etc.	Benefits Rep Name	NAME@utdallas.edu 972-883-XXXX
Employment Services & Compensation – applying for a position at UTD, tips on drafting your resume and interviewing, etc.	Employment Rep Name	NAME@utdallas.edu 972-883-XXXX
Leave Payout – Payout options for accrued time if transferring or leaving UTD.	Susan Lerry	HCM-timereporting@utdallas.edu

Nondiscrimination:

Any decision regarding reduction in force, termination, and/or reemployment shall be made without regard to a person’s race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin, age, disability, genetic information, or veteran status.

If you believe this action is based on discrimination on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin, age, disability, genetic information, or veteran status, or in retaliation against you filing a report of, or participation in, an investigation pertaining to allegations of wrongdoing, please contact the Office of Institutional Compliance, Equity, and Title IX Initiatives ([ICET](http://icet.utdallas.edu)) to report your concerns (institutionalequity@utdallas.edu).

1. WHAT IS A REDUCTION-IN-FORCE (RIF) and HOW ARE POSITIONS/EMPLOYEES IDENTIFIED?

A RIF is an action based on business needs to address financial deficits or better align resources so the department can meet its goals and objectives within available resources. Business operations and the ability to provide services and contributions to the organizational mission of UTD, while functioning within available resources, is the primary consideration in the identification of positions to be eliminated

Situations may arise that require a department or unit to reduce its workforce by eliminating a position(s) or reduce the number of work hours/FTE level due to any of the following reasons:

- Financial constraints including reduction or lack of funds
- Change in business needs or programming
- Change in departmental organization or structure
- Stoppage or lack of work

It is important to note that a decision to initiate a RIF is not taken lightly. It is done after careful review and consideration of available options aimed at (1) aligning available resources to enable the department to meet its goals and objectives; and (2) minimizing any negative impact on the unit. This is done with the understanding that, despite best efforts, employees can be affected.

Management is responsible for evaluating business needs based on current and projected workloads, volume and level of services provided, and functional changes to operations in their decision process using the factors below. Where multiple positions in the same job classification and/or role exist within the department or unit, but only a subset of those positions are identified for the RIF, the following factors are considered in determining which positions will be impacted:

- **Level of performance, skill set and value-added competencies to further support unit goals and functions.** An evaluation is conducted of each employee's relative qualifications and proficiency levels in the knowledge, skills, and abilities needed to support unit operations.
- **Institutional seniority.** Seniority is based on UTD hire date, and not solely based on length of time in the position.
- **State preference statute.** Individuals may qualify for a Veteran's Employment Preference or a Former Foster Youth Employment Preference over other employees for the same position who do not have a greater qualification.

There may be other unique factors of significance deemed relevant and appropriate to consider by the business unit, and which conform to any applicable legal or regulatory mandates. Such additional factors are discussed with Human Resources prior to final determination.

2. RIGHTS AND OPTIONS IF POSITION HAS BEEN ELIMINATED OR HOURS REDUCED

Positions subject to a RIF cannot be filled for a period of one year from the effective date of the RIF. It is also important to delineate between a RIF and an involuntary termination for cause. In an involuntary termination for cause, the unit makes the decision to terminate employment due to unsatisfactory performance and/or behavior. The position is open/available for the unit to fill. However, in the case of a RIF, the decision to separate employment is made due to economic or organizational issues beyond the individual's control, resulting in the position being eliminated or work hours reduced.

The [RIF policy](#) requires that an employee shall be offered reemployment if the eliminated position is reinstated within the next 360 calendar days, from the effective date of displacement.

Under the UTD RIF policy, employees affected by a RIF may apply for other suitable vacant positions within the University. Human Resources will notify the hiring manager of said position(s) of the availability of the affected employees. Such employees may be appointed to available vacant positions if they meet the minimum qualifications, without the necessity of satisfying normal job posting time limits or job pool size. This special consideration will continue for 360 days from the effective date of the RIF, or until regular University employment is secured, whichever comes first.

Any alleged violations of this policy or questions with respect to [nondiscrimination](#) should be directed to the [Office of Institutional Compliance, Equity and Title IX Initiatives](#) ("ICET"). You may contact ICET at ICET@utdallas.edu or at (972) 883-2306.

3. APPLYING FOR A POSITION AT UTD

UTD job postings may be viewed at <https://jobs.utdallas.edu/>. If you identify a suitable position, please complete the application as instructed on the [HR website](#) and contact your designated Employment and Compensation Specialist ([NAME, contact information](#); or employmentservices@utdallas.edu) with the posting number. The Employment and Compensation Specialist will reach out to the hiring manager to discuss and review your application to determine if the hiring preference due to RIF status is applicable.

The Employment and Compensation Specialist is also available to discuss questions you may have regarding positions at UTD, the interview and selection process, edits to your resume, and help you prepare for a successful interview.

4. APPLYING FOR UNEMPLOYMENT BENEFITS

Any employee subject to a RIF action is eligible to apply for unemployment benefits. The following information is from the State of Texas Workforce Commission. If you are an employee impacted by RIF, you may qualify for unemployment insurance benefits. The benefits are intended to offer temporary income as you search for new employment.

UTD does not make the determination as to who receives unemployment benefits, the amount approved, or the duration granted. This decision is the sole discretion of TWC. UTD does not contest benefits granted to employees impacted by a RIF action. The employee is responsible for initiating unemployment claim and the continuation of payments in accordance with TWC process and policy.

To file a new unemployment claim with the Texas Workforce Commission:

Website: <https://www.twc.texas.gov/jobseekers/applying-unemployment-benefits>

Phone: 800-939-6631

Information you may need have ready in order to file a claim:

- Social Security Number;
- Driver's License Number or State Identification Number;
- Names and addresses of employers in the past 18 months along with your quarterly gross earnings and the last date of employment for each employer listed; and
- If you are not a U.S. citizen or national, you need your Alien Registration Number and expiration date of your work authorization.

Please refer to <https://www.twc.texas.gov> for the most current information, forms, and/or updates needed to claim unemployment insurance benefit.

5. WHAT TO EXPECT DURING THE NOTICE PERIOD

After your supervisor has notified you that your position is being eliminated due to a RIF, you should expect the following:

- Your supervisor will discuss a transition plan to be followed until the effective date for separation of your employment. You may be asked to continue carrying out your usual

tasks during this time, or complete an alternative assignment or project as your duties are reassigned to others in the department or unit.

- Access to UTD email and internal systems necessary for completion of duties/assignments will continue throughout the notification period. Access to systems that are not required during the notice period may be disabled.
- Your supervisor will, to the extent possible, allow you flexibility to attend job interviews or meetings with outplacement services. Please keep in mind that you will still be required to adhere to your department or unit's processes on attendance and requesting time off.
- Your leadership will notify other employees in your department or unit of the RIF, in order to begin transition of duties or realignment or processes/operations.
- You will be contacted by a representative from NextJob to discuss how they can assist you in your reemployment efforts. You may also initiate this conversation. More details regarding contacting NextJob can be found in this guide and will be provided by your HR Employee Relations designee.

6. CHECK OUT PROCESS, PAYOUT OF ACCRUED LEAVE AND FINAL PAYCHECK

Check Out Process

Your supervisor or their designee will work with you to coordinate return of university and departmental assets (e.g., Comet Card, laptop, keys, and procurement card) as your last date of employment approaches.

- You should coordinate return of your UTD parking permit to stop your monetary obligation for your permit in case you signed up via payroll deduction, or are due a refund. Contact Parking & Transportation park@utdallas.edu, or (972) 883-2344.
- If you have a balance on your Comet Card, you must submit a written request to the Comet Center to request a refund. Contact cometcard@utdallas.edu, or (972) 883-2495.
To view your balance, visit utdallas.edu/get and enter your NetID and password.

Payout of Accrued Leave and Your Final Paycheck

- During your notification period, you will continue to be paid at your current rate on regularly scheduled pay days. Should you find other employment or resign prior to the

effective date of separation, please notify your immediate supervisor or your Employee Relations representative.

- Payment for accrued unused vacation time will be processed separately and paid-out within 30-days of your separation date.
- Accrued unused sick leave is not paid out upon separation of employment. You may leave your balance intact for a period of one year in the event that you secure another position at UTD or transfer to another State of Texas agency. Alternatively, you may also donate your sick leave balance to the Sick Leave Pool. If you wish to donate your balance, please communicate this to your department time admin or supervisor.
- Access to your W-2 and Paycheck Summary will be available via Employee Self-Service for a period of three (3) years after separation of employment. **You will need to retain your UTD ID, NetID, and password to log into Galaxy to access. Questions should be directed to payroll@utdallas.edu.**

Campus Resources for Checkout Process

Comet Center – Return Comet Card, request refund of any balance remaining on card.	cometcard@utdallas.edu
Payroll – Access to W-2 and paycheck summaries. (Note that you will need to retain your UTD ID, NetID and password to access these documents).	payroll@utdallas.edu
Parking & Transportation – Stop your monetary obligation for your parking permit in case you signed up via payroll deduction, or request a refund if one is due.	park@utdallas.edu

7. CONTINUATION OF EMPLOYEE BENEFITS

Your benefits coverage will end on the last day of the month in which your employment ends.

If you have any questions about your health benefits please contact your benefits representative (**NAME, contact information**) or the Benefits team at benefits@utdallas.edu.

The following information explains how your benefits are affected:

Benefit Plan	Benefit Options and Information
Medical Prescription Drug Plan Dental Vision	Your coverage will automatically expire at the end of the month in which you separate employment.

Group Term Life Insurance (Basic \$40, 000)	You will have an option to enroll/continue your health coverage through enrollment in COBRA insurance. You have 60 days from the date your coverage ends to enroll. COBRA can last typically for up to 18 months. Information regarding continued coverage under COBRA will be automatically mailed to you at the last address on file.
Optional Life Insurance	Coverage will terminate at the end of the month of separation of employment. Conversion and Portability options may be available. Contact Dearborn National within 30 days of separation.
Dependent Life Insurance	Coverage will terminate at the end of the month of separation of employment. Conversion and Portability options may be available. Contact Dearborn National within 30 days of separation.
AD&D	Coverage will terminate at the end of the month of separation of employment. Contact Dearborn National within 30 days of separation.
Short and Long-term Disability	Coverage will terminate at the end of the month of separation of employment. If you are enrolled in Long Term Disability (LTD) insurance and lose eligibility for the coverage for a reason other than retirement, you may be eligible to purchase the insurance under the group conversion policy. Please see the Disability Plan materials and contact Dearborn National for additional information and details within 30 days of separation.

UT Flex Information:

<https://www.utsystem.edu/offices/employee-benefits/active-employee-insurance/ut-flex>

COBRA and Conversion/Portability Options on Certain Benefits

You will have an option to enroll/continue coverage through enrollment in COBRA insurance. You have 60 days from the date your coverage ends to enroll. COBRA can last typically for up to 18 months. Information regarding continued coverage under COBRA will be automatically mailed to you at the last address on file.

For more information:

<https://www.utsystem.edu/offices/employee-benefits/insurance/cobra-coverage>

UT COBRA General Notice :

<https://www.utsystem.edu/documents/docs/publication/2018/cobra-general-notice>

COBRA Monthly Premium Rates:

<https://www.utsystem.edu/documents/docs/publication/2019/cobra-rates>

RETIREMENT PLANS

Teacher Retirement System (TRS)

If you prefer to leave your TRS contributions intact with TRS, and you are vested, you may be eligible to receive a monthly annuity out of the TRS pension fund when you retire, based on TRS plan provisions. You will not have any contributions going towards your membership, but it will continue to accrue interest. You can contact TRS at 1-800-223-8778 or you can also access your account through online through [MyTRS](#).

If you are not vested with TRS, or prefer to withdraw your contributions, you can use the TRS 6 Form (Request for Refund/Direct Roll Over application), which can be accessed online (www.trs.texas.gov/TRS%20Documents/form_6.pdf) to request a refund or rollover your account to an approved IRA. Refunded amounts are subject to mandatory federal income tax withholding unless you elect a rollover to another eligible retirement plan such as a 401(k) plan or an Individual Retirement Account (IRA). The mandatory federal income tax withholding is 20% of any portion of the refund amount consisting of pre-tax funds that is not rolled over. A 10% early withdrawal penalty assessed by the IRS may also apply for members who terminate Texas public education employment before age 55; for TRS members who are qualified public safety employees, this penalty may apply if termination occurs before age 50.

If you choose a refund or rollover option, you will need to complete the form in front of a notary, then send the form directly to TRS. If you elect to roll your funds, TRS will send you additional paperwork to begin the rollover process. If you elect to receive a refund, you will receive a refund within 6 weeks from your last paycheck. For more information, visit the TRS website at <http://www.trs.state.tx.us/>.

Retirement Plans	Retirement Plan Options and Information
Teachers Retirement System (TRS)	<p>As a TRS member, if you permanently terminate employment with your TRS-covered employer(s) and have neither applied for nor received a promise of employment with a TRS-covered employer, you may terminate membership in TRS and withdraw all of the accumulated contributions (plus interest) in your member account. Partial withdrawals are not allowed.</p> <p>If you prefer to leave your TRS contributions intact with TRS, and you are vested, you may be eligible to receive a monthly annuity out of the TRS pension fund when you retire, based on TRS plan provisions. You will not have any contributions going towards your membership, but it will continue to accrue interest. You can contact TRS at 1-800-223-8778 or you can also access your account through online through MyTRS.</p> <p>You also have the option to request a refund or rollover your account to an approved IRA. Refunded amounts are subject to mandatory federal income tax</p>

	<p>withholding unless you elect a rollover to another eligible retirement plan such as a 401(k) plan or an Individual Retirement Account (IRA). The mandatory federal income tax withholding is 20% of any portion of the refund amount consisting of pre-tax funds that is not rolled over. A 10% early withdrawal penalty assessed by the IRS may also apply for members. Contact TRS for more information.</p> <p>Link to TRS Form 6: Application for Refund Form https://www.trs.texas.gov/TRS%20Documents/form_6.pdf</p> <p>If you choose a refund or rollover option, you will need to complete the form in front of a notary, then send the form directly to TRS. If you elect to roll your funds, TRS will send you additional paperwork to begin the rollover process. If you elect to receive a refund, you will receive a refund within 6 weeks from your last paycheck. For more information, visit the TRS website at http://www.trs.state.tx.us/.</p> <p>Link to TRS Steps for Refund: https://www.trs.texas.gov/Pages/active_member_refunding_member_account.aspx</p> <p>Link to TRS “Requesting a Refund” Video for important factors to consider: https://youtu.be/y5YhdEd9it0</p> <p>Note: Only the employee contribution plus interest will be refunded to you. The state contribution will be forfeited. If you withdraw your funds from TRS, you will also be withdrawing your TRS service credits and membership with TRS.</p> <p>Planning for TRS Retirement:</p> <p>If you are eligible to retire with TRS and considering to retire, contact TRS directly to request a retirement packet and contact a Benefits Administrator for assistance.</p> <p>See link for Steps in Planning for TRS Retirement: https://www.trs.texas.gov/Pages/active_member_planning_retirement.aspx</p>
<p>Optional Retirement Plan (ORP)</p>	<p>Contact your vendor for distribution information. https://www.utsystem.edu/offices/employee-benefits/ut-retirement-program/approved-providers</p> <p>ORP Participants eligible for UT Retiree Insurance must declare retirement with UT Dallas to receive the UT Retiree Insurance. Contact a Benefits Administrator for assistance with processing your retirement.</p>

Voluntary Retirement Plan(s) – TSA, DCP and Roth	<p>Contact your vendor for distribution information https://www.utsystem.edu/offices/employee-benefits/ut-retirement-program/approved-providers</p> <p>UT Retirement Manager information to access your voluntary retirement plans online and manage your contributions https://www.utsystem.edu/offices/employee-benefits/enroll-retirement-manager</p>
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Additional Resources for Benefit Questions

Links to Benefits Information online:

<https://www.utsystem.edu/offices/employee-benefits>

<p>UT SELECT Medical Plan Blue Cross and Blue Shield of Texas Group: 71778 P.O. Box 660044 Dallas, TX 75266-0044 (866) 882-2034 BCBSTX Website : https://www.bcbstx.com/ut</p>	<p>UT CONNECT Medical Plan Blue Cross and Blue Shield of Texas Group: 241132 P.O. Box 660044 Dallas, TX 75266-0044 (888) 372-3398 www.bcbstx.com/utconnect</p>
<p>Prescription Plan For UT SELECT and UT CONNECT Express Scripts Group: UTSYSRX P.O. Box 14711 Lexington, KY 40512 (800) 818-0155 Express Scripts Website : www.express-scripts.com/ut</p>	<p>UT SELECT Dental Delta Dental Group: 5968-02001 P.O. Box 1809 Alpharetta, GA 30023 (800) 893-3582 Delta Dental Website : https://www.deltadentalins.com/universityoftexas/</p>
<p>UT SELECT Dental Plus Delta Dental Group: 5968-03401 P.O. Box 1809 Alpharetta, GA 30023 (800) 893-3582 Delta Dental Website: https://www.deltadentalins.com/universityoftexas/</p>	<p>DeltaCare Dental HMO Delta Dental Group: 6690 P.O. Box 1810 Alpharetta, GA 30023 (800) 893-3582 Delta Dental Website: https://www.deltadentalins.com/universityoftexas/</p>

<p>Superior Vision Group: 26856 P.O. Box 967 Rancho Cordova, CA 95741-0949 (844) 549-2603 M-F 7 AM - 8 PM CT Superior Vision Website: www.superiorvision.com/ut</p>	<p>Group Term Life Insurance Blue Cross and Blue Shield of Texas (formerly Dearborn National) Group: GFZ71778 Attn: Life Claims Department P.O. Box 7070 Downers Grove, IL 60515-5591 (866) 628-2606 Dearborn National Website (BCBS) : https://www.bcbstx.com/ancillary-ut/</p>
<p>Accidental Death & Dismemberment (AD&D) Insurance Blue Cross and Blue Shield of Texas (formerly Dearborn National) Group: GFZ71778 Attn: Claims Department P.O. Box 7070 Downers Grove, IL 60515-5591 (866) 628-2606 Dearborn National Website (BCBS) : https://www.bcbstx.com/ancillary-ut/</p>	<p>Short-Term Disability and Long-Term Disability Blue Cross and Blue Shield of Texas (formerly Dearborn National) Group: GFZ71778 Attn: Claims Department P.O. Box 7071 Downers Grove, IL 60515-5591 (866) 628-2606 Dearborn National Website (BCBS) : https://www.bcbstx.com/ancillary-ut/</p>
<p>UT FLEX Maestro Health P.O. Box 2370 Matthews, NC 28106 P: (844) UTS-FLEX (887-3539) F: (844) 306-8147 Maestro Health Website https://utflex.wealthcareportal.com/Page/Home</p>	

This is intended as summary of benefits information only. Benefits changes are subject to change by state and federal law. In the event of discrepancy, the benefit plan document provisions and the contract will prevail and/or the existing laws.

8. RESOURCES AVAILABLE TO SUPPORT EMPLOYEES

NextJob

To assist with career transition, UTD offers employees impacted by a RIF with a customized reemployment service through [NextJob](#). This service offers 13 weeks of one-on-one personalized job coaching and 39 weeks of access to online job search training program. All

aspects of a successful job search are discussed, from assessing your career goals and direction, to resume assistance, as well as interview training and preparation.

If you are interested in utilizing these services, please contact your Employee Relations representative (**NAME, contact information**) so that they can initiate this process and provide you with a code that you will enable your services. Once you have been given this code, a NextJob representative will be reaching out to you to discuss your needs. You may also elect to contact NextJob directly by phone at 977-290-7888 or email at info@nextjob.com.

NextJob offers the following at no charge to the employee:

- **One-on-One Coaching** (three months): Compassionate, professional job coaches give our employees person-to-person care to cope with job loss and land their next job.
- **JobTalk Virtual Workshops** (until employed): These live, interactive online workshops cover key topics and help job seekers succeed in their job search.
- **Online Job Search Training** (until employed): This dynamic resource center provides in-depth training and tools related to job search, including a personality assessment, a resume builder and a mock interview tool.
- **Phone/Video Interviewing** - new guidance and a video modeling best practices
- **Mock Interview Tool** - practice tool that records job seeker responding to a video interviewer asking a series of easy or harder questions. Job seekers can then watch a video of how they looked/answered.
- **Finding Employers That are Hiring** - guidance to industries and employers
- **Remote Work Options** - links and information on how to gain short term or permanent legitimate work from home opportunities
- **Short Term Opportunities** - links and guidance to ways to fill income gaps while waiting for a return to work with their former employer or while waiting for a more permanent opportunity to arise post-crisis

Employee Assistance Program

The Employee Assistance Program (EAP) is a free service provided by Deer Oaks to benefits-eligible UTD employees, their dependents, and household members. This program offers a wide variety of services that may be of benefit to you and your family during this challenging period, including counseling sessions to assist with issues including stress, anxiety, depression, and grief. The EAP offers up to seven (7) free short-term counseling sessions per person, per issue. Services are completely confidential, and can be easily accessed 24/7, offering you around-the-clock assistance up to six months after your last date of employment. You may access the EAP by calling the toll-free helpline at 888-993-7650. **Online tools, including**

resources to support career transition, are available at [Deer Oaks](#) (login and password are the same: utdallas).

The HR team is here to help you during this transition in any way possible. Please reach out if we can be of assistance or if you have additional questions not included in this resource guide.

Additional HR contacts:

- If you need UTD employment verification once you leave UTD, send request to employverify@utdallas.edu .
- For your sick and vacation accruals/balances email hcm-timereporting@utdallas.edu
- If you are on an immigration visa, please contact Silvia Perez at visashr@utdallas.edu