Unfortunately, it is sometimes necessary to eliminate positions because of changed priorities or a change in available resources. When this occurs, MU Extension strives to provide as much notice as possible to assist employees with finding new opportunities.

The following Q&A pages address typical questions employees who may be facing a layoff or reduction in force need to know.

If you have additional questions or concerns, please feel free to contact MU Extension Human Resources. We wish you well in your future endeavors.

~ Melinda Adams, HR Director
Following are six primary topics that employees who may be facing a layoff or reduction in force need to know.

1. Staff layoff
2. Faculty end of contract
3. Staff layoff vs. end of contract comparison
4. Transferring to another University of Missouri job
5. Retirement
6. Other services and assistance available
I have a “staff” position. What layoff benefits are available?

• Eligibility
  – Administrative, service and support staff who have satisfactorily completed their probationary periods are eligible for layoff benefits.

• Layoff leave of absence timeline
  – Employees with continuous benefit-eligible lengths of service of at least 5 years will be placed on a layoff leave of absence for one year.
  – Employees with continuous benefit-eligible lengths of service of less than 5 years will be placed on a layoff leave of absence for three months.

• Length of service during layoff leave is not counted toward retirement, disability or death benefits.
I have a “staff” position. What layoff benefits are available? (continued)

- Transition assistance program, pending approval
  - Transition assistance benefits may be offered, pending eligibility and approval. If approved, one week of pay (4 weeks minimum) for every year of continuous benefit-eligible service, immediately prior to layoff.
  - Up to a maximum of 26 weeks of pay.
My university title is an academic/faculty title. What key factors should I be aware of?

Faculty contracts with MU Extension typically end on Aug. 31. However, some employment contracts may end at a different date. Check with your supervisor or MU Extension HR.

1. Salary is paid through the end of your contract, regardless of when the reduction in force occurs.

2. Unused vacation will be paid as a lump sum at the end of your contract.

3. Benefits continue through the end of the last month of your contract.

4. Faculty positions are not eligible for “layoff leave of absence” or transition-assistance pay.
## Layoff vs. End of Contract

<table>
<thead>
<tr>
<th>Topic</th>
<th>Layoff</th>
<th>End of contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>Paid in a lump sum on last regular paycheck.</td>
<td>Paid in a lump sum on last regular paycheck.</td>
</tr>
<tr>
<td></td>
<td>Employees in layoff may delay lump-sum payment up to 60 days.</td>
<td></td>
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<tr>
<td>Sick</td>
<td>Forfeited at end of layoff period (no lump sum).</td>
<td>Forfeited at end of contract (no lump sum).</td>
</tr>
<tr>
<td>Personal</td>
<td>Forfeited at end of layoff period or on anniversary date.</td>
<td>Forfeited if not used prior to last day of work.</td>
</tr>
<tr>
<td>Compensatory time</td>
<td>Paid in a lump sum on last regular paycheck.</td>
<td>Not applicable.</td>
</tr>
</tbody>
</table>
### Layoff vs. End of Contract

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<tbody>
<tr>
<td>UM medical, dental, vision, life, accidental death and long-term disability</td>
<td>If currently enrolled, employee will be eligible through the layoff period (and then COBRA may be an option).</td>
<td>If currently enrolled, individuals will be eligible for COBRA following the end of contract.</td>
</tr>
<tr>
<td>Flexible spending accounts</td>
<td>Participation continues during layoff period.</td>
<td>Contributions stop as of last regular paycheck. Submit expenses as usual.</td>
</tr>
<tr>
<td>Educational assistance</td>
<td>If currently receiving educational assistance, employee will continue eligibility through the end of the current semester.</td>
<td></td>
</tr>
<tr>
<td>Educational fee reduction for spouses and dependents</td>
<td>If currently receiving this benefit, will continue through the end of the approved leave of absence.</td>
<td>If currently receiving this benefit, will continue through the end of the current semester.</td>
</tr>
<tr>
<td>Tax deferred investments</td>
<td>Leave money in account or roll over into an IRA account or cash distribution (penalty if younger than 58½ years)</td>
<td></td>
</tr>
</tbody>
</table>

There is no program in place to retain university email or computer access.
How can I be considered for another university job if my current position is being eliminated?

Benefit-eligible positions

- Interested candidates must apply online for benefit-eligible academic or staff vacancies.
- A vitae or resume and academic transcripts are usually required for academic vacancies.

http://hrs.missouri.edu/find-a-job/index.php

Temporary/non-benefit-eligible vacancies

- Application process varies by department.
Transfer to another university job

What happens to my current benefits?

Continued benefit-eligible service (with no break in service)

- PTO (vacation, sick and personal days)
  - Balance remains and transfers with you to another staff position or academic position if the hiring department has a PTO policy.
- Benefits (medical, dental, vision, etc.) continue

Transfer to non-benefit job

- Vacation balance paid as a lump sum upon transferring.
- Benefits continue through the end of the month in current position.

Any questions about transfers?
How do I know if I am eligible to retire?

- Retirement eligibility varies depending on retirement plans.

- Please refer to any of the following resources for assistance:

  - MU Extension Human Resources
    Tamra Robbins, extension retirement and benefits coordinator
    573-882-7755 or RobbinsT@missouri.edu

  - University of Missouri Faculty and Staff Benefits
    573-882-2146 or retirement@umsystem.edu

http://www.umsystem.edu/totalrewards/retirement
Other services available

- MU Extension Career Options — [http://www.missouribusiness.net/career/](http://www.missouribusiness.net/career/)
  - Workshops available including exploration of work values, career interests, transferable skills, resume writing, writing cover letters, job interviewing, completing job applications, networking and job search strategies and methods.


- SkillSoft/MyLearn online training (need a PawPrint and password) [https://myhr.umsystem.edu/psp/prd/?cmd=login&languageCd=ENG&](https://myhr.umsystem.edu/psp/prd/?cmd=login&languageCd=ENG&
Other services available

- MU Human Resource Services
  
  
  - Policy information about layoffs and transition assistance
  - Layoff resource guide for employees
  - Layoff resource guide for supervisors

- MU Employee Assistance Center/Counseling Center
  
  [http://counseling.missouri.edu/employee-assistance-program/personnel.php](http://counseling.missouri.edu/employee-assistance-program/personnel.php)
  
  - Job stress, emotional/psychological challenges, career change, health problems, financial pressures and more.
Please visit
http://extension.missouri.edu/hr/separation.aspx
for more resources

Follow-up questions may be directed to:
adamsmel@missouri.edu or call 573-882-4721.