

**LETTER OF AGREEMENT
BY AND BETWEEN
CENTRAL MICHIGAN UNIVERSITY
AND
CMU SUPERVISORY-TECHNICAL ASSOCIATION, MEA-NEA**

Central Michigan University (“University”) and CMU Supervisory-Technical Association, MEA-NEA (“Union”) are parties to a collective bargaining agreement (“Agreement”) expiring June 30, 2026.

1. The University may find it necessary to eliminate bargaining unit positions as it moves forward with addressing budget shortfalls or other business necessity (e.g. reorganization, etc.), possibly resulting in layoff of impacted employees.
2. As detailed in Exhibit A, “Transition Services Program,” attached hereto, the University is willing to provide particular services and support for members of the bargaining unit who are actually laid off as a result of actions by the University on or after July 1, 2021 but prior to June 30, 2026.
3. The services and support described in Exhibit A are above and beyond anything required by the Agreement and are specifically offered on a non-precedent setting basis and only for so long as the University, in its sole discretion, shall elect to provide these services, and further, only as applied to bargaining unit members covered by paragraph 2, above.
4. With respect to the Transition Services described in Exhibit A, the University specifically reserves the right to amend, modify or discontinue the Transition Services at any time on thirty (30) calendar days’ written notice to the Union. The Union agrees that any such amendments, modifications, or discontinuance shall not be subject to grievance or arbitration.
5. This Letter of Agreement is entered into in good faith by the parties and shall not otherwise serve to set precedent for the future interpretation or application of any term or provision of the Agreement.

AGREED TO AND ACCEPTED THIS 18th DAY OF AUGUST 2021:

FOR THE UNIVERSITY

FOR THE UNION



Scott J. Hoffman, J.D.
Director
Employee & Labor Relations



Mark Blackmer
Interim President
CMU Supervisory-Technical MEA-NEA

Exhibit A: Transition Services

TRANSITION SUPPORT

Central Michigan University provides the information and support described below in order to assist you during a layoff transition.

Human Resources (HR) and Career Services are available upon request for individual meetings. Please reach out to HR to discuss benefits, services, unemployment, etc. Career Services also offers individual meetings for career advising, resume strategy, interviewing tips, job postings, etc.

MEDICAL/PRESCRIPTION, DENTAL AND VISION COVERAGE

Approximately two weeks after the lay-off date (last day of work) you will receive a COBRA qualifying event notice and election form in the mail. COBRA allows employees to continue their health coverage in place at the time of separation for up to 18 months. Health coverage means medical/prescription, dental and vision.

If you elect COBRA continuation coverage, CMU will continue its premium cost share of medical/prescription and dental coverage for the first three months following the lay-off date. You will be responsible for paying your portion of the premium cost share for the first three months.

When the university premium cost share ends, you will be billed the full COBRA premium for the remainder of the COBRA continuation period. The additional 2% COBRA processing fee on the premium is waived for the duration of the COBRA continuation period.

VIRGIN PULSE WELLNESS REWARDS PROGRAM

Your Virgin Pulse account will end on your lay-off date. You will have 30 calendar days to redeem your earned cash rewards. Virgin Pulse will send you an email notifying you of the pending cancellation.

HEALTH & DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS (FSA)

You can be reimbursed for eligible expenses incurred prior to your separation date as long as you submit the expenses to the FSA administrator within 90 calendar days following the layoff date. If you miss the deadline date, you will forfeit any money left in the account.

LIFE INSURANCE/AD&D AND DISABILITY

You may convert or port your employee and dependent life insurance/AD&D and disability coverage from the group insurance policies without proof of insurability. Selman & Company administers the conversion and portability application process for The Hartford. Premium is based on your age and the dollar amount of coverage. After receiving your information, Selman & Associates will mail you a Notice of Conversion and Portability. If you are interested in continuing coverage, you must return the completed Notice to Selman & Company within 31 calendar days of your lay-off date.

TUITION BENEFIT

You will be eligible for up to a total of 24 credit hours to be used between yourself and/or your eligible dependent(s) during the 12 months following layoff. All other Tuition Benefit policy rules apply. Send the request form to benefits@cmich.edu Note: This benefit is considered taxable income.

VACATION TIME

The University will pay 100% of accrued, unused vacation time at the time of lay-off up to 300 hours. Employees who would normally be required to reimburse for any vacation time taken in the first year of employment will not be required to reimburse for time they have accrued.

RETIREMENT PLANS (TIAA PARTICIPANTS)

You have three options for your retirement plan after your layoff date. These options are:

- Leave the money in the account(s)
- Withdraw money and pay taxes and possible penalties
- Rollover money to an individual IRA account or other qualified plan

Withdrawal requests should not be submitted until after your final payroll details have been processed by TIAA.

Loan options on the supplemental TIAA account is available for qualified participants. Please contact TIAA directly for information.

You are encouraged to talk directly with your tax accountant or financial counselor prior to making a withdrawal. Employees can access their TIAA account online at www.tiaa.org/cmich or by calling 800-842-2776.

INFORMATION ON UNEMPLOYMENT COMPENSATION

The following information is from the State of Michigan Department of Labor & Economic Growth, Unemployment Insurance Agency (UIA). If you are a transitioning staff member, you may qualify for unemployment insurance benefits. The benefits are intended to offer temporary income as you search for new employment.

Filing an Unemployment Claim:

To file a new unemployment claim or reopen an existing claim with UIA, contact UIA either by internet or phone.

Website: www.michigan.gov/uia
Phone number: 1-866-500-0017

Information needed to file a claim:

Central Michigan University's Employer Account Number (EAN): 0800418 000
Central Michigan University's Federal Employer Identification Number (FEIN): 38-6004447
Central Michigan University mailing address:
109 Rowe Hall
Mount Pleasant, MI 48859

In addition to the information above, UIA states the following is needed:

- 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.
- 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 www.michigan.gov/uia for the most current information, forms and/or updates needed to claim unemployment insurance benefits.

Visit the Online Claim Filing Kit for further information.

My assignment was reduced, am I eligible for unemployment?

- You may be eligible for unemployment based on the amount of your income that was reduced.
- The state will review your information and determine your eligibility and weekly benefit amount based on your specific situation.

INFORMATION ON UNEMPLOYMENT COMPENSATION CONTINUED:

What happens if I live or work in another state?

CMU reports your wages to the State of Michigan and to the following states:

- CA – California
- MA – Massachusetts
- MD – Maryland
- NC – North Carolina
- ND – North Dakota
- NJ – New Jersey
- RI – Rhode Island
- VA – Virginia

If the state in which you work/reside is listed above, you should file for unemployment in your home state. Your home state will administer the unemployment benefit funds in accordance with its unemployment compensation program rules.

If the state in which you live, and work is not listed above you should file for unemployment in the State of Michigan. Michigan will reimburse out-of-state employees in accordance with Michigan's unemployment compensation program rules.

If you currently have more than one job you should file in the state in which you live & work.

RELEASE TIME

Departments are asked to be flexible in allowing employees to use up to equivalent of 40 hours of personal time – note on timesheet - for the job search process (interviews at external employers, career fairs, etc.).

JOB SEARCH ASSISTANCE

CMU Employment Services and Career Services are available to assist with resources on resume preparation, interviewing skills, career advising, financial planning, stress reduction, etc. You can set up individual sessions with staff in these areas:

- CMU Employment Services – (989) 774-2010
- CMU Career Services – (989) 774-3068

You may use computers in the library on your own time (after/before hours, lunch period) for job searching.

JOB SKILL IMPROVEMENT

You may continue to attend CMU Professional Development Program trainings for 6 months. You will be responsible for any applicable training fees.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

You and your eligible family members will be able to continue to access the EAP for 6 months. The confidential support services are provided via telephone, face-to-face or online by contacting Encompass. Call 800-788-8630 to schedule an appointment and/or to speak with an Encompass Customer Care Center representative about the available tools and resources. To set-up an online account go to www.encompass.us.com and use "cmuni" for the company code.

CMU EMAIL/GLOBAL ID

Currently, the Global ID and Outlook email account is available for one year following separation of employment, unless you have a continuing, eligible relationship with the university (e.g. student, alumni, faculty, emeritus, etc.).

The University reserves the right to amend, modify, or discontinue the availability of any or all of these services with or without notice. The services are non-precedent setting. Revised 7/1/2021