

**Union of Teaching Faculty  
Transition Services Program  
2022 – 2025 Agreement**

**ELIGIBILITY**

The transition services outlined below are available to any member of the Union of Teaching Faculty bargaining unit, who, after August 16, 2022, experiences a layoff, as defined in Article 9(D)(1)(a) of the 2022 - 2025 CMU/UTF bargaining agreement.

**MEDICAL/PRESCRIPTION, DENTAL AND VISION COVERAGE**

Approximately two weeks after the layoff date, you will receive a COBRA notice and election form in the mail. COBRA allows employees to continue their medical/prescription, dental, and/or vision coverage in place at the time of separation for up to 18 months. Note: If you are enrolled in a high deductible health plan (HDHP) and have a Health Savings Account (HSA), your HSA contributions will end. You will still have access to this account through Health Equity.

You will receive a one-time, lump sum payment equal to three months of CMU's premium cost share of medical, prescription, and dental coverage, based on the coverage you had in place in the most recent semester preceding the layoff.

This payment will be made no later than the second pay period following the beginning of the semester and is considered taxable income by the Internal Revenue Service (IRS).

Employees are not eligible to receive the lump sum payment more than once every two (2) years.

**CMU WELLNESS REWARDS PROGRAM**

Your wellness account through Health Advocate will end on your layoff date. All Healthy Rewards must be redeemed by your separation date.

**HEALTH & DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS (FSA)**

You can be reimbursed for eligible expenses incurred prior to your lay-off date if 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 send you a Notice of Conversion and Portability. If you are interested in continuing coverage, you must return the completed Notice within 31 calendar days of your lay-off date.

**TUITION BENEFIT**

If you were eligible for tuition waiver benefit at the time of your layoff, you will be eligible to receive pro-rated tuition credit up to a total of 24 credit hours to be used between yourself and/or your eligible dependent(s), during the 12-month period following layoff. All other Tuition Benefit policy rules apply. To submit a tuition benefit request, send the [request form](#) to [benefits@cmich.edu](mailto:benefits@cmich.edu). **Note: This benefit is considered taxable income.**

### **VACATION TIME (12 MONTH FACULTY ONLY)**

For twelve-month faculty who have accrued vacation time, the University will pay 100% of accrued, unused vacation time at the time of layoff up to 300 hours.

### **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 Health Advocate.

### **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

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](http://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 faculty 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](http://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

**INFORMATION ON UNEMPLOYMENT COMPENSATION CONTINUED:**

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](http://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.

**What happens if I live in another state?**

**Other States:**

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

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

If the state in which you 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 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.

### **JOB SEARCH ASSISTANCE**

CMU's Career Development Center will offer individual sessions on resume preparation, interviewing skills, career advising, etc., and will provide job search assistance for as long as you need it.

- You can meet one-on-one with a Career Advisor by contacting the office at 3068
- Upon request, an account can be created for you in Handshake which is the management system used by Career Services for all job postings, candidate resumes, employer contact information, career events/fairs and information about conducting job searches.
- Attend career fairs and events
- Arrange an appointment for a resume critique
- Arrange a time for a MOCK Interview (practice)
- Have access to all resources that are available for every CMU student.

### **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.

### **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.).

*Contact Faculty Personnel Service at (989) 774 – 3368 or [FPS@cmich.edu](mailto:FPS@cmich.edu) with questions.*