



## Transition Services Program

Note: Listed services are available to staff in regular positions

### TRANSITION SUPPORT

**Central Michigan University is committed to supporting you throughout this transition. The information is intended to help you understand available resources and navigate next steps.**

Human Resources (HR) and the Career Development Center are here for you and are available for individual conversations. Please reach out to HR to discuss benefits, services, unemployment, etc. The Career Development Center offers individual appointments for career advising, resume strategy, interviewing tips, job postings, etc upon request.

### MEDICAL / PRESCRIPTION, DENTAL AND VISION COVERAGE

Within approximately two weeks of your layoff 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 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.

If you elect COBRA continuation coverage, CMU will continue contributing toward your medical/prescription and dental premiums for the first three months following the layoff date to help ease your transition. 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. See [Layoff Transition Resources webpage](#) for COBRA rates.

### CMU WELLNESS REWARDS PROGRAM with Health Advocate

Your wellness account through Health Advocate will end on your layoff date. Please remember to redeem any earned Rewards before your account ends, so you can fully use the benefits you've accumulated.

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

You can be reimbursed for eligible expenses incurred prior to your layoff date if you submit the expenses to the FSA administrator within 90 calendar days following the layoff date. Submitting eligible expenses before the deadline helps ensure reimbursement, as funds remaining after the deadline are forfeited.

### LIFE INSURANCE / AD&D AND DISABILITY

You may convert or port your employee and dependent life insurance / AD&D (if enrolled at the time of your layoff), and disability coverage from the group insurance policies without proof of insurability. The premium is based on your age and the dollar amount of coverage. UNUM, our insurance provider, will mail you a Notice of Conversion and Portability. If you are interested in continuing coverage, you must return the completed application (with premium payment) within 90 calendar days of your loss of coverage date.

### TUITION BENEFIT

You continue to have access to up to 24 credit hours of tuition benefits for yourself and/or your eligible dependent(s), during the 12-month period following your layoff. All other [Tuition Benefit](#) policy rules apply. To submit a tuition benefit request, contact the Benefits & Wellness office at 989-774-3661 or email [benefits@cmich.edu](mailto:benefits@cmich.edu) for assistance. **Note: This benefit is considered taxable income by the IRS.**

### VACATION TIME

The University will provide payment for 100% of your accrued, unused vacation time at the time of layoff, 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.



## Transition Services Program

Note: Listed services are available to staff in regular positions

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

You and your eligible family members can continue accessing the confidential EAP for 6 months. Support services are available by phone (866-799-2691), via email ([answers@HealthAdvocate.com](mailto:answers@HealthAdvocate.com)), in person, or logging in online to the [Health Advocate](#) portal.

### RETIREMENT ELIGIBILITY

Employees who decide to retire following a layoff notification remain eligible for all transition services, including CMU Retiree status. CMU Retiree status is provided to eligible employees who meet policy criteria (see [Retirement Status and Courtesies](#)) and employees eligible for Emeritus status will be submitted for Board approval. If you prefer to separate as a “retiree” and believe you qualify, please contact Patty Beltinck at [belti1pa@cmich.edu](mailto:belti1pa@cmich.edu) or (989) 774-7193.

### 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 has been processed.

Loan options on the supplemental TIAA account are available for qualified participants. Please contact TIAA directly for information by calling 800-842-2776.

You are encouraged to talk directly with your tax accountant or financial counselor prior to making a withdrawal. Employees can also access their TIAA account online at [www.tiaa.org/cmich](http://www.tiaa.org/cmich).

### 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 be eligible for unemployment insurance benefits, which are designed to provide temporary support as you explore new opportunities.

#### Filing an Unemployment Claim:

To file a new unemployment claim or reopen an existing claim with UIA, contact UIA at [www.michigan.gov/uia](http://www.michigan.gov/uia) or by calling 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](http://www.michigan.gov/uia) for the most current information, forms and/or updates needed to claim unemployment insurance benefits.



# Transition Services Program

Note: Listed services are available to staff in regular positions

## INFORMATION ON UNEMPLOYMENT COMPENSATION CONTINUED:

### 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 eligibility and weekly benefit amounts based on your individual circumstances.

### 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
- KS – Kansas
- MA – Massachusetts
- MD – Maryland
- NC – North Carolina
- 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 encouraged to support employees by providing up to 40 hours of release time – note on timesheet - for job search activities such as interviews, career fairs, and related appointments.

## JOB SEARCH ASSISTANCE

CMU Employment Services and Career Development Center are available to assist with resources on resume preparation, interviewing skills, career advising, etc. You can set up individual appointments with staff in these areas:

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

You are welcome to use computers in the library on your own time (before/after work hours, lunch period) for job search activities.

## JOB SKILL IMPROVEMENT

You are welcome to continue attending CMU Professional Development Program trainings for up to 6 months, which may support your skill development during this transition. You will be responsible for any applicable training fees.

## CMU EMAIL / GLOBAL ID

Your CMU Global ID and Outlook email account remain active for one year following separation of employment, unless you have another ongoing 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 Transition Services with or without notice.*