



Union of Teaching Faculty Transition Services Program 2025 – 2028 Agreement

ELIGIBILITY

The transition services outlined below are available to any member of the Union of Teaching Faculty bargaining unit, who, after July 1, 2020, experiences a layoff, as defined in Article 9(D)(1)(a) of the 2025 - 2028 CMU/UTF bargaining agreement.

MEDICAL / PRESCRIPTION, DENTAL AND VISION COVERAGE

Within approximately two weeks of your layoff date, 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.

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 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

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, contact the Benefits & Wellness office at 989-774-3661 or email benefits@cmich.edu for assistance. **Note: This benefit is considered taxable income by the IRS.**



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

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 consult 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.

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 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/uiia 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.



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INFORMATION ON UNEMPLOYMENT COMPENSATION CONTINUED:

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

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?

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.

JOB SEARCH ASSISTANCE

CMU's Career Development Center is available to assist with resources on resume preparation, interviewing skills, career advising, etc. You can set up individual appointments with their staff by calling (989) 774-3068.

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 will remain active for one year following separation of employment, unless you have another ongoing eligible relationship with the university (e.g., student, alumni, emeritus, etc.).

Contact Faculty Personnel Service at (989) 774 – 3368 or FPS@cmich.edu with questions.

The University reserves the right to amend, modify, or discontinue the availability of any or all of these Transition Services with or without notice.