# Layoff / Benefits Information

2023

Human Resource Services

Office of People Relations (OPR)



**BE BOLD.** Shape the Future.

# **Notice of Layoff**

- Written Notice must be given
  - Bargaining Unit Employees at least 60 days
  - All other employees at least 30 days
- Must be approved by the Provost through the AVP of Human Resource Services



# Many Questions.....

- HRS/OPR is available to help answer your many questions
  - What about my insurance benefits?
  - Can I apply for other jobs?
  - When do I get my final pay?
  - Can I get unemployment benefits?
  - .....and many more questions.



# You've gotten your notice....now what?



### **Job Transfer Assistance**

ARP 7.65 Reductions in Force

- It is the policy of the university to attempt to transfer an non-probationary, satisfactorily performing employee who will be laid off as a result of reductions in force, reorganization or job elimination
- Employees may be transferred to like positions for which they are qualified on the basis of seniority (service within both the university and the department, along with past work performance) as vacancies occur.

# **Transfer Assistance**

Collective Bargaining Agreement, Article 14.B

- Prior to any layoff, BUEs will be asked to indicate their desires with respect to early retirement, part-time employment, voluntary resignation, intra-NMSU transfer.
- NMSU will make a good faith effort to relocate any BUE subject to layoff to a suitable vacant position within NMSU for which that Employee is fully qualified. This good faith effort to relocate a BUE need not extend beyond the effective date of the layoff.



# **Job Transfer Assistance**

- Prior to layoff date apply for any vacant position for which you believe you meet the qualifications
- Let OPR know that you have applied.
- OPR will contact the hiring department to announce your application
  - If you meet the qualifications, OPR will request a courtesy interview
- Should you be accepted in another position prior to your layoff date, a transfer will occur



### **Filing for Unemployment Benefits**

- Layoff is a condition in which job loss occurs through no fault of the employee
  - Eligible for unemployment compensation benefits
  - Determination is made by NM Workforce Solutions
  - After claim is filed, NMSU will be notified via email
    - NMSU will respond to information requested by NM Workforce Solutions



### **NM Workforce Solutions**

### Two options for filing a claim:

#### 1. On-line <u>www.jobs.state.nm.us.</u>

### **2. By Phone:** 1-877-664-6984

It is recommended that you file a claim using the on-line system. Due to call volume, it will be difficult to speak with someone via telephone.

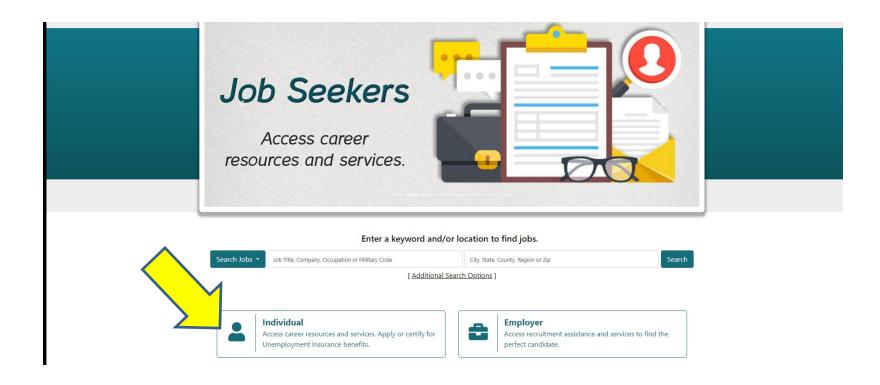
#### **NM Workforce Solutions – Get Connected Flyer**

https://www.dws.state.nm.us/Portals/0/DM/JobSeeker/SSO%20Getting%2 0Started%20flyer%20update%2003162020.pdf



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### **Final Pay**

- Non-Exempt (hourly)
  - Complete a time-sheet on final day
  - Last pay will *normally* occur the pay period after the layoff effective date due to pay lag
    - EX: If effective date is Nov 13, last pay will be Nov 30
- Exempt (salaried)
  - Submit a leave report on final day
  - Last pay will *normally* occur the last day of the pay period in which the layoff occurs
  - EX: If effective date is Nov 13, last pay will be Nov 15.
- Failure to submit your final timesheet or leave report may delay your final pay
- Final pay will include unused, accrued Vacation up to 240 hours. Payment of unused vacation may be delayed if last leave report is not submitted timely.
- Unused Sick Leave is not payable



# **NMSU Benefits**

- Medical, dental and vision plans will end the last day of the pay period that you work.
  - Information will be sent on the option to continue the plans through COBRA
- Information on your retirement account can be found at <u>www.erb.nm.gov</u>
  - If you request a refund, expect at least 6-8 weeks. NMSU cannot complete the Refund Document until final wages are paid and reported to NMERB
- "Benefits Information for Separating Employees" is available on the OPR Website, Employment Separation, Employee Resources.



# **NMSU Benefits**

- Email account Your NMSU email account will remain active for 1 year after the layoff date.
- Parking Permit
  - You may return for partial refund
- EAP Counseling services are available for 6 months after layoff date. <u>www.guidanceresources.com</u>

The information above and other information about NMSU Services is available on ELR's website, Employment Separation/Employee Resources:



### **After Your Layoff**





### **Priority Recall**

- A BUE who is laid off may be recalled within 90 days from the effective date of layoff provided the BUE meets the minimum qualifications of the offered position.
  - Position offered may include any lower classification in that job series, or any classification for which the employee has completed an original probationary period
  - Complete an NMSU Application as soon as possible, but no later than 15 days after the effective date of layoff.



### **Priority Recall**

- Once you create an application in the Applicant Tracking System, notify OPR.
- If a recall opportunity occurs after the layoff effective date, notification will be to your last known address/contact information.
- You will have 10 working days to accept recall.
- If you don't respond, or if you reject the employment, recall rights will cease.



# **OPR Website**

- Visit the Office of People Relations website, Employment Separation for additional information.
  - NMSU Accounts & Services
  - Benefits Information for Separating Employees
  - Job Search Assistance Links
  - Job Interest Procedure
  - Unemployment Insurance



### Contacts

- Office of People Relations opr@nmsu.edu
- Benefits

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#### Employment & Compensation

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