

Note: Listed services are available to staff in regular positions

**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.

**CMU WELLNESS REWARDS PROGRAM with Health Advocate**

Your Wellness account through Health Advocate will end on your lay-off 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 separation 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 from CMU, Selman & Company 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](mailto:benefits@cmich.edu). **Note: This benefit is considered taxable income by the IRS.**

**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 ELIGIBILITY**

Employees who have been notified of a layoff who choose to retire will remain eligible for any of the transition services available, including CMU Retiree status. CMU Retiree status is provided to eligible employees who meet policy criteria: [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: [belti1pa@cmich.edu](mailto:belti1pa@cmich.edu) or (989) 773-9187.

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### 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](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 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](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

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.

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**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
- 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 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 Health Advocate.

**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.*

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