

## **Frequently Asked Questions**

*As additional questions are submitted, the form will be updated to address those questions.*

### **Unemployment Compensation & Layoff**

Any special information or considerations when filling out unemployment paperwork?

When registering for unemployment for the first time, have available your last day worked and driver's license number. Use the reason for layoff as due to COVID. A mass layoff number is no longer required.

Are there any outplacement services?

Please visit the Ohio department of Jobs and Family Services for outplacement services.

Is there a Mass Layoff code to use on the unemployment form?

In March a mass layoff code was provided, however the State of Ohio has expired the code.

Will I have to indicate to unemployment that I am now on a lack of funds layoff instead of lack of work layoff?

No, continue to submit weekly claims.

Are we still entitled to the extra \$600 per week (Covid stimulus) even if there is no mass layoff code to use?

Yes, the additional monies are available through July 31, 2020

Will my vacation payout effect my unemployment?

No, vacation payouts will not be reported the State of Ohio Unemployment for claims purposes.

### **HealthCare Benefits**

When do health benefits end?

Health benefits will end the last day of the month following your last day worked.

What happens to our life insurance?

Life insurance coverage ends of your last day worked. Employees will be eligible to convert the group life insurance coverage to an individual policy.

Are there any reasonable health insurance group options that we can be included in through the University (or Union) to minimize monthly premiums?

YSU is not offering healthcare coverage beyond the employer sponsored healthcare offered while employed.

When will my coverage for life insurance end?

On the employees last day worked.

## **COBRA**

When specifically should we expect COBRA info in our mailboxes? Is that AFTER July 1?

COBRA packets will be mailed to the address on file with YSU no later than 14 days from your last day of coverage.

## **Retirement**

If I would opt to retire while on layoff, would my pay rate be my current rate, or would it reflect a 10% pay cut, as agreed by YSU-ACE, to be effective 7/1/20?

If you choose to retire after June 30, 2020 your pay rate would be at the 10% reduction amount.

## **Vacation Payout**

Will vacation time be paid out on a separate check?

Yes vacation payout will be processed after the completion of your time sheet or leave report. Please allow 4-6 weeks for payments.

What is the date the vacation payout will be paid?

Vacation payouts will be process after the completion and payment of your final leave report or time sheet. Allow for 4-6 weeks for the process to be complete.

How will vacation time be paid out? In last pay?

Vacation payouts will be process after the completion and payment of your final leave report or time sheet. Allow for 4-6 weeks for the process to be complete.

## **Sick Leave Conversion**

Do we receive partial payout on sick leave?

Employees who are laid off are not eligible for sick leave conversion.

Do we receive partial payout on sick leave? Employees retiring from through a retirement system and meet eligibility are eligible for sick leave conversion. Employees who are laid off are not eligible for sick leave.

What happens to the employee's sick leave while an employee is on recall?

It remains banked

## **Miscellaneous Questions**

Regarding the tuition remission for the individuals on LOF layoff, what is the process for initiating that benefit once on LOF Layoff?

To apply for tuition remission, please log into <https://ytr.yosu.edu/#/login>

**Will I have to indicate anything with the ODJFS regarding the LOF Layoff and will I need to file a new claim?**

No, you will continue to submit your weekly claim. You do not have to report that you are on a lack of funds layoff.

**Are there any outplacement services?**

The Ohio department of Job and family services provides outplacements services for employees who receive unemployment. In addition, please contact Career Services at YSU for assistance.

**Please discuss the payment date for the invoices being received for lack of work layoffs?**

See slide #6 in the presentation for a detailed description.

**For employees who have recall rights, do APAS and ACE employees keep their tuition remission eligibility for themselves during recall?**

ACE employees – YES, please refer to you collective bargaining agreement Article 16.6  
APAS employees - YES

**How does recall work? Do I have to apply for positions that maybe posted and then get recalled by seniority, or do they just call to say that a position is available?**

Refer to your respective collective bargaining agreement;  
APAS Article 12.4  
ACE – Article 16.8

**What happens to our personal from sick leave?**

Your sick time with remain with the University and should you be recalled it would be reinstated to you. You don't have personal time, but you are able to use your sick time for personal reasons. So there isn't a specific bucket for personal from sick.

**What is the process for bumping/transfer for APAS members who are laid off?**

Refer to the APAS collective Bargaining Agreement article 12.6

**Will union dues continue to be taken out of our checks?**

Contact your Union President or Treasurer for more information.

**How would we be contacted to be called back if a position would become available?**

You will be contacted at the last address on file at the University by U.S. mail.

**Why are we losing our email access if we are on call back?**

While on recall status, laid off individuals are not employees and are not eligible to maintain an YSU email.

**Why are we losing our email access if we are on call back?**

Because the layoff is permanent (unless a recall is activated). It is considered a termination of employment and therefore the individual is not eligible to maintain a YSU email.

**If we are recalled does the employee pick up where the left off with regards to pay and vacation accrual?**

When you return your pay would be determined by your collective bargaining agreement.

**If I am eligible to retire can I do so now after receiving the notice?**

Employees may retire after the notice is provided. They should keep in mind that if the retirement date is after 6/30/20 the reduced pay amounts will apply to payouts

**How does that effect the 14 days' notice required for APAS?**

The CHRO will review and authorize the 14 day notice waiver on a case by case basis.