

# Layoff Booklet for USPS and TEAMS staff

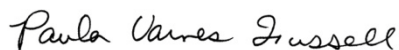
## Information About University of Florida Employment

Dear University of Florida Employee:

With your having just received notification of your impending layoff from the University of Florida, we understand this is an anxious time and you likely have many questions. Human Resource Services created this booklet to provide you with information on available services, including placement options, tips for improving your interviewing skills, and continuing benefits. In addition to on-going dialogue with Employee Relations, this booklet will assist you during the layoff process.

Please feel free to contact us with questions or concerns.

Sincerely,



Paula Varnes Fussell, Interim Vice President for Human Resource Services  
University of Florida

## Placement Information

As an employee in layoff status, you will be offered the opportunity to meet with an Employee Relations coordinator to discuss application procedures and employment opportunities at the university.

## Veterans' Preference

A person eligible for veterans' preference in employment does not forfeit employment preference eligibility once that veteran or eligible spouse of a veteran has been employed by a state agency or any political subdivision of this state. Effective July 1, 2007, Florida law restores veterans' preference in employment for all categories of protected individuals previously employed by a state agency or any political subdivision of this state. Where a layoff is necessitated in a covered position, similar preferences must be given to the covered employee in the retention process.

## Interview Process

Once you have been notified of your impending layoff, it is important to review position vacancy announcements for positions that match your skills and abilities and apply for those positions as they become available. New vacancy announcements are posted daily, Monday through Friday. It is your responsibility during this 45-day period to compare your skills, abilities, and background to any vacant positions. The application is position specific, meaning you must apply for each position of interest. Applications should be submitted online via <http://jobs.ufl.edu>. Your ability to perform the duties of a position will be determined based on the position description and your credentials as documented in your application or resume. Should you meet the necessary qualifications, you will be referred to the hiring department.

## Reinstatement/Recall Rights

If laid off, USPS employees will have reinstatement rights with continuous service credit if reemployed at the university within 12 calendar months following layoff. For one year following layoff, USPS employees will be considered for reemployment when vacancies occur or new positions are established in the same classification and in the same unit from which they were laid off provided they meet the qualifications for the position. Reinstatement to the university in any position will be as a USPS if the employee's title is covered under the collective bargaining agreement between the University and AFSCME, otherwise, the employee will be reinstated as a TEAMS employee.

TEAMS employees do not have rights to recall.

## Prior State Service Upon Reemployment

Should you decide to accept employment with an organization outside the University of Florida and subsequently become reemployed by a state of Florida agency, you will be considered a new employee but will have rights to any prior state service time for Florida Retirement System (FRS) credit.

## **Appeal**

If you are laid off, you may appeal your layoff to arbitration if you can show that the university's layoff procedure was not properly followed.

## **Continuing Benefits and Retirement Reminders**

Before leaving the university you will need to make important decisions regarding your benefits package. Please call University Benefits at (352) 392-2477 to discuss your options regarding your insurance coverage. For assistance with retirement planning, please review the "Retirement Reminders" section or call University Retirement at (352) 392-2477.

## **Continuation Coverage Options**

Listed below are several options for continuation of your insurance coverages.

**Employees covered under the State's Spouse Program or the UF Domestic Partner/Partner Program:** If one employee is laid off, the remaining employee will need to complete the necessary paperwork and Qualifying Status Change Form to enroll in family coverage to ensure continued coverage.

### **State Health Insurance**

You may decrease, cancel, or continue your current coverage through direct payment via the People First Service Center for two years by exercising the Layoff Continuation Option provided under the plan benefits. You are responsible for the entire monthly contribution (employee + employer premiums). Another available option, although less advantageous, is the COBRA plan which charges a 2% administrative fee in addition to the entire monthly premium and provides coverage for 18 months. For more information on either plan, you may contact the People First Service Center at 1-866-663-4735 however you may not exercise these options consecutively.

### **UF Domestic Partner Health Insurance**

You may decrease, cancel, or continue your current coverage through direct payment via Ceridian exercising your COBRA option under the Avmed Domestic Partner Health plan. You are responsible for the entire monthly contribution (employee + employer premiums). The COBRA plan charges a 2% administrative fee in addition to the entire monthly premium and provides coverage for 18 months. For more information about your COBRA option contact the UF Benefits and Retirement at 392-2477.

### **State Life Insurance**

You may contact Minnesota Life Insurance Company at 1-888-826-2756 for information on conversion/portability options for your basic and/or optional life plans.

### **State Supplemental Insurances (Hospital Income, Cancer, Intensive Care, Dental, Vision, Accident/Disability)**

COBRA election may be made for dental only. You may also contact respective company representatives for information on converting to private plans for all of the supplemental insurances.

### **Fixed Term Life (Lincoln Financial)**

This plan is portable, and you may continue your coverage at group rates. Call HRH Insurance Agency at (352) 378-2511 for information and to request a portability form.

### **Voluntary Personal Accident**

Please call HRH Insurance Agency at (352) 378-2511 for information on coverage limits and conversion forms.

### **Automobile Insurance**

You may keep the same coverage indefinitely and maintain the same rate until policy renewal. Policy renewal is at non-group rates. Call HRH Insurance Agency to set up direct billing for your policies.

### **Individual Whole Life**

You may continue your coverage indefinitely by contacting The Elan Group at 1-800-476-3801 to set up direct billing for your policies.

### **Long Term Care**

You may keep the same coverage indefinitely by contacting CNA at 1-800-528-4582 to set up direct billing for your policies.

### **Long Term Disability**

Your coverage will terminate and may not be continued.

## **Flexible Spending Accounts**

If you participate in the Medical Reimbursement Account, you may terminate participation in the plan or elect to continue participation for the remainder of the plan year by remitting payment of the balance due via payroll deduction from your final leave payment(s) or by personal check. Please contact University Benefits at (352) 392-2477 for assistance in obtaining your account balances and options.

Your participation in the Dependent Care Reimbursement Account will terminate at the end of your employment. However, you may file claims against your existing account balance for eligible services rendered up through your date of separation from employment.

## **Retirement Reminders**

Remember to examine your investments before you leave the university. Depending on your situation, you may need to consult with a representative from University Retirement.

Call University Retirement at (352) 392-2477 to discuss retirement benefits or to obtain a complete listing of employers who participate in the Florida Retirement System (FRS). This listing also is available in the publications section of the Division of Retirement's web site at

[http://dms.myflorida.com/human\\_resource\\_support/retirement/publications/system\\_information](http://dms.myflorida.com/human_resource_support/retirement/publications/system_information).

## **Understanding Your Leave Benefits**

Depending on your years of service and leave balances, you may qualify to receive a payout for your leave benefits. TEAMS employees are eligible to receive a payout for any unused vacation leave up to 352 hours. USPS employees are eligible for unused vacation leave of up to 240 hours. In order to receive a payout for your unused sick leave balance, you must have accrued ten or more years of creditable service. Employees with fewer than ten years of service shall not be paid out for any unused sick leave.

USPS employees shall have any unused sick leave not paid at the time of layoff restored if recalled by the university within 365 days after layoff.

Employees with at least ten years of creditable service will be paid for one-fourth of unused sick up to a total payment of 480 hours.

Upon reemployment within 180 days, any sick leave paid at separation will be restored provided the employee repays the full amount of any lump sum payment received for accrued sick leave within 60 days of reemployment.

## **Overtime and Special Compensation**

TEAMS and USPS employees who separate from the university will be paid for all unused overtime and special compensatory leave at his or her regular rate of pay.

An employee who reassigns, promotes, or accepts a demotion to another position in a work area paid by a different account number also will be paid for all unused overtime and special compensatory leave at his or her regular rate of pay.

## **Tips on Resume Writing and Interviewing**

As discussed earlier, if you wish to continue employment with the University of Florida, it is important to actively review job listings and apply for vacancies that match your skills and abilities. It is important that you do everything you can to convey to the hiring authority you are the best person for the job. Therefore, we have compiled some tips on resume writing and interviewing that may assist you in the placement process.

## **Resume Writing Tips**

You might find the following tips on resume writing helpful.

An effective resume provides concise, factual, and positive information about you and ultimately serves as a door opener. It should be a one- to two-page summary of your education, experience, and skills for potential employers to quickly review.

In your resume, tell a prospective employer:

- Who you are
- What you know and have done
- What kind of work you want
- Why you should be hired

In situations that require it, a cover letter should accompany your resume because it serves to focus the hiring authority on the aspects of your experience and education that are directly applicable to the job. A cover letter may also be used to demonstrate your attitude, work ethic, and written communication skills. A well-written cover letter and resume play a major role in establishing your candidacy and increasing the likelihood you will be called for an interview.

### **List an objective**

When writing a resume, a guiding principle may be, "If you don't have a reason to include information, consider omitting it." The information you provide in your resume should support your job or career objective directly or your character in general. You'll want to include facts about your work history, accomplishments, and education. Remember, a resume is not a summary of your life but rather a document that highlights your qualifications for employment.

### **Work History**

When giving your work history, state the name of the employer, your job title or position, dates of employment, and a brief description of your duties. Be sure to include tasks performed as well as any:

- Responsibilities
- Outstanding achievements
- Special skills acquired
- Military experience (Branch and dates of service, highest rank achieved, military specialty, duties, assignments, responsibilities, and outstanding awards and honors)
- If your highest level of education is at the high-school level, give the name and location of the high school as well as year of graduation. If possible, include your class standing (if it is good) and any job-related extracurricular activities.
- College-level education: List all conferred degrees, starting with the highest. If you have not received a degree but have attended college, list the total number of hours completed. Give the name and location of the college, degree(s) conferred, and major field(s) of study. Include job-related extracurricular activities and significant scholastic honors.

Don't forget to list, if appropriate to your field of work, any memberships in professional organizations, knowledge of foreign languages, articles published, inventions or patents, and any skills (typing or computer software knowledge). Avoid religious or political affiliations.

When it comes to your educational background, don't provide detail (like a listing of major courses) unless the job requires it, your work experience is limited, or you did not graduate but want to show you have taken courses related to your occupation. If you want to emphasize your education, place it before your work history; otherwise, it's fine to put it after your work history.

Be sure to include any other pertinent education, such as vocational, professional, or military schools. List professional licenses or certificates.

You do not need to list references on your resume. Rather, you may simply include a statement, such as "References available upon request," at the bottom of your resume. Do, however, have a separate sheet that lists your references and bring this to an interview.

Notify your references if it appears you are being seriously considered for a position. It also is a good idea to send copies of your resume to the references you plan to use.

### **Language You Use and Length of Resume**

Overall, your resume should not be any longer than one page. This can be achieved, in part, by using concise phrasing rather than complete sentences.

You want to use a positive tone and strong action verbs in your resume to describe job-related responsibilities and accomplishments, such as:

- Instructed
- Demonstrated
- Performed
- Planned
- Motivated
- Increased
- Trained

- Solved

Neatness definitely counts, so be consistent with respect to layout—pay attention to the arrangement of headlines, captions, use of capitals, underscoring, and fonts. Don't be afraid to lead your reader's eye through points with headings, bullets, bold type, and white space. Of course, check for typographical errors and mistakes in grammar, spelling, or punctuation. Be critical—it's also a good idea to have at least one other person proof read and review your resume.

## To Help You in the Interview Process

The time you spend in the interview is the most important part of the hiring process.

### Do Your Homework!

The most important thing you can do to prepare for an interview is to obtain information about the department to which you are applying or about the position in which you are interested.

Be prepared to explain to an interviewer why you should be hired—to convince him or her that you would be an asset to the department. To do so, you will want to have a good understanding of your strengths and weaknesses. Be prepared to discuss, in detail, examples of work performed, leadership abilities, specific skills you possess that may or may not be apparent from your resume, and recent training or education. In addition, you also will want to have an idea of realistic career goals and develop questions to ask about the department.

### Get Ready for Questions

During the interview's discussion portion, be prepared. In all likelihood you will be asked for specific examples from your work experience that could be applied to the work environment. Prior to the interview come up with specific examples that illustrate your experience handling similar work or projects, customer-service ability, problem-solving skills, or creativity. Questions typically asked in interviews include:

#### General

- What makes you the best candidate for this position?
- Tell me a little about yourself.
- Have you ever encountered major problems, and how did you overcome them?
- What have you learned from your mistakes/successes?
- Do you enjoy working with people or things? Why?
- How do you respond to criticism?

#### Work Experience

- Tell me about your current (or previous) job.
- Describe your responsibilities.
- On what projects did you work?
- Describe your relationship with your supervisor.
- List examples of your work experience in which you demonstrated tenacity/integrity/honesty.

#### Personal Characteristics

- Describe yourself using five adjectives.
- Use three of those adjectives to provide examples of how they relate to your work performance.
- How do you work under pressure? List examples.
- What are your strengths? Weaknesses?

#### Do's and Don'ts...

As you answer questions during the interview, keep in mind some do's and don'ts for effective interviewing.

Do be yourself in the interview. Don't be afraid to sound excited about your career! Be honest. Remember, you are selling yourself, so be sure to comment on your positive points.

Do make your answers meaningful. Avoid short answers such as "yes" or "no" as well as long, endless ones. Don't disclose confidential information about a former or current employer or co-worker. Let the interviewer bring up the issues of salary, raises, and benefits. If you've done your homework, you should have a general idea about these aspects. Don't ask whether you got the job or when you can start.

#### I've Been Thinking...

You too need to ask questions during the interview. Doing so can show how your interests meet the requirements of the job. You may want to ask:

- What are the opportunities for career growth here?
- Why do you enjoy working for this department?
- What qualities are you looking for in a new hire?
- Describe a typical day in this position.

Be sure to send your interviewer(s) a very brief, personalized “thank you” letter reaffirming your interest in the position after the interview is over. And, of course, be prepared to wait. You may even have to go through some follow-up interviews.

## Other Employers

Department of Agriculture  
(850) 488-5323

Department of Veterans Affairs  
Human Resources, Gainesville  
(352) 374-6009

Alachua Career Center  
4800 SW 13 Street  
Gainesville, FL 32608  
(352) 955-2245  
[www2.myflorida.com](http://www2.myflorida.com) or [www.floridajobs.org](http://www.floridajobs.org)

Alachua County Personnel  
12 SE 1 Street  
(PO Box 1467)  
Gainesville, FL 32602  
(352) 374-5219 / Jobline: (352) 955-2243 x372  
[www.co.alachua.fl.us](http://www.co.alachua.fl.us)

Alachua County School Board  
620 E. University Avenue  
Gainesville, FL 32601  
Teaching vacancies: (352) 955-7799  
Non-teaching vacancies: (352) 955-7798

City of Gainesville and GRU  
222 E. University Avenue  
(PO Box 490)  
Gainesville, FL 32602  
(352) 334-5077 / Jobline: (352) 334-5009  
[www.state.fl.us/gvl](http://www.state.fl.us/gvl)

Department of Children and Family Services  
1621 NE Waldo Road  
Gainesville, FL 32609  
(PO Box 390)  
Gainesville, FL 32602  
(352) 955-5600

Meridian Behavioral Healthcare  
4316 SW 13 Street  
Gainesville, FL 32608  
(PO Box 141750)  
Gainesville, FL 32614  
(352) 374-5600 x8277 / Jobline: (352) 374-5679

Santa Fe Community College  
3000 NW 83 Street, Bldg. S, Room FO8  
Gainesville, FL 32606  
(352) 395-5185  
<http://admin.santafe.cc.fl.us/~humresourc/>

Department of Corrections  
(352) 491-4444

Department of Transportation  
(352) 381-4200

Department of Environmental Protection  
Northeast District  
(904) 807-3300  
Tallahassee  
(850) 488-2996

Eighth Judicial Circuit Court  
(352) 463-3170

Shands Hospital at the University of Florida  
1329 SW 16 Street  
(PO Box 100347)  
Gainesville, FL 32610  
(352) 265-0441  
<http://www.shands.org>

Shands Hospital at AGH  
720 SW 4 Avenue, Suite 203  
Gainesville, FL 32601  
(352) 338-2103

North Florida Regional Medical Center  
6500 Newberry Road  
(PO Box 147006)  
Gainesville, FL 32614  
(352) 333-4110 / Jobline: 352-333-4123  
[www.nfrmc.com](http://www.nfrmc.com)

Nationwide Regional Insurance Company  
3300 SW Williston Road  
Gainesville, FL 32608  
(PO Box 147080)  
Gainesville, FL 32614  
(352) 377-8500  
[www.nationwide.com](http://www.nationwide.com)

## **We're Available to Help**

Should you need clarification or still have questions, please contact a staff member in Human Resource Services:

### **Employee Relations**

903 West University Avenue  
PO Box 115003  
Gainesville, FL 32611  
Phone: (352) 392-1072  
Fax: 352-392-7991

### **IFAS Satellite Office**

Room 2038, McCarty Hall  
PO Box 110281  
Gainesville, FL 32611  
Phone: (352) 392-4777  
Fax: (352) 392-3226

### **PPD Satellite Office**

Room 106, Building 702  
PO Box 117722  
Gainesville, FL 32611  
Phone: (352) 392-2333  
Fax: (352) 846-2043

**Health Center Satellite Office**

Room H8  
PO Box 100346  
Gainesville, FL 32611  
Phone: (352) 392-3786  
Fax: (352) 392-3798

**E&G and Auxiliaries Office**

903 W. University Avenue  
PO Box 115003  
Gainesville, FL 32611-5003  
Phone: (352) 392-6615  
Fax: (352) 392-1726

Information on current UF job vacancies, education and experience requirements, and additional counseling services is available from the above offices or may be accessed via <http://jobs.ufl.edu>.