LAYOFF NOTICE | YOUR NEXT STEPS
A GUIDE FOR ACADEMIC STAFF

Disclaimer: This document is intended to be a layperson’s guide to the layoff process at the UW-Stout, not a legal document. For the actual legal language of layoff rules, regulations, policies and procedures please follow the links to official UW-Stout websites in the text below.

KNOW YOUR RIGHTS

☐ Review official policies and procedures:
  ○ UW-System 12: Layoff of Academic Staff for Reasons of Budget or Program
    http://tinyurl.com/UWS12
  ○ UW-Stout FASLA, Chapter 3c (UW-Stout 12.01)

☐ Review layoff notice
  ○ Did it meet the minimum notice period?
  ○ Did it include reasons for the layoff, the effective date of the layoff, and your appeal rights?
  ○ Did your unit follow the layoff procedures outline in UW-Stout FASLA, Chapter 12?

NOTICE PERIOD CHART

<table>
<thead>
<tr>
<th>APPOINTMENT TYPE</th>
<th>NOTICE PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Term</td>
<td></td>
</tr>
<tr>
<td>First and second year</td>
<td>3 months</td>
</tr>
<tr>
<td>Fixed Term</td>
<td></td>
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<tr>
<td>Third year</td>
<td>6 months</td>
</tr>
<tr>
<td>Indefinite or Fixed Term</td>
<td></td>
</tr>
<tr>
<td>Fourth year or more</td>
<td>12 months</td>
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</tbody>
</table>

UWS 12.03 – The standard notice period specified in UW-Stout 10.05 should be used, unless there are compelling reasons to the contrary (e.g., almost immediate cutoff of funds), for layoff or probationary and fixed term appointments under this chapter.

WHAT’S HAPPENING TO YOUR BENEFITS?

☐ Review official policies & procedures
  ○ UW-System: Benefits Policy | https://www.wisconsin.edu/ohrwd/benefits/empcha/layoff
  ○ Employee Trust Fund | http://etf.wi.gov

☐ Contact Human Resources (715-232-2149) and connect with a benefits specialist
  ○ When will health insurance coverage end?
  ○ Will you eligible for COBRA coverage?
  ○ Will you be able to use accumulated sick leave to continue paying for health insurance?
  ○ Can you extend your life insurance coverage?
  ○ Are you eligible for retirement benefits?
  ○ What will happen to any retirement benefits you have in the WRS?
  ○ Would it be better for you to retire rather than be laid off?
    ▪ Consider scheduling a retirement counseling session

VACATION AND SICK LEAVE

☐ When does your job officially end?
☐ Contact Human Resources (715-232-2149) and connect with a benefits specialist
- Make sure your leave statements are up-to-date
  - Review UW-System Leave Benefits | https://www.wisconsin.edu/ohrwd/benefits/leave
    - Confirm what vacation usage is approved for use with Human Resources. It’s important to know what benefits are/aren’t compensated prior to your last day of work
      - Vacation, Vacation Carry Over, Annual Leave Reserve Account (ALRA)
    - Confirm any accumulated sick leave. It can be reinstated if you are rehired by the state within 36 months

**PLAN YOUR FUTURE**

- Get written recommendations or confirm references with your current supervisor(s)/chair(s)/dean(s) as soon as possible
- Make sure to keep an open line of communication with your supervisor.
  - It has been the experience of some that layoff notices are subsequently rescinded for various reasons (i.e. – grant awards may be announced later than expected). If your layoff is rescinded, or your position is extended, you should get a letter from your unit about it.
- Update your résumé/CV
- Career Services and employment listings
  - UW Continuing Education | http://www.uwstout.edu/continuing_ed/index.cfm
  - Occupational Outlook Network | https://www.onetonline.org
  - Wisconsin Job Center | http://www.wisconsinjobcenter.org/jobseeker
  - Stout Career Link | http://www.uwstout.edu/careers/careerlink_menu.cfm*
  - UW-System Job Openings | https://www.wisconsin.edu/oehrwd/careers/search

*Please note Career Services is a resource for UW-Stout students and alumni. Employees outside of this affiliation should utilize the other resources listed.

**GET HELP**

The Employee Assistance Program | www.uwstout.edu/counsel/eap.cfm

UW-Stout recognizes that a range of personal problems can affect the lives of employees as well as their job performance. In most instances, the employee will overcome these problems and the effect on job performance will be negligible. In other cases, the employee may require additional assistance in order to recover the previous level of productivity and job satisfaction.

**Layoff Appeals Process**

- Contact Human Resources to initiate the appeals process.
- Human Resources will contact the Senate of Academic Staff Personnel Committee to commence the hearing process.

**Who will be your advocate in an appeals process?**

- We encourage you to utilize the available resources we have listed here for finding a new job, and to be realistic about your chances of being successful in appealing the layoff decision. However, if you start the appeals process, understand that no one from UW administration will be your advocate or represent you in that process. You have the right to seek your own legal representation at any point in the layoff process or thereafter.