



EXHIBIT A

Resources and FAQs When Leaving the University

Office of Human Resources, Employee and Labor Relations Department – 2020

Frequently Asked Questions

1. Who made the decision to eliminate my position?

College and department level supervisors, in consultation with University leadership, made position elimination decisions based on business and academic need.

2. Can I appeal the decision?

Classified employees whose positions are eliminated have the right to appeal the action to the [State Personnel Board of Review](#). Your appeal must be filed or postmarked within ten (10) calendar days after receipt of the notice of elimination letter.

3. Is there a chance I could be brought back to my position if the outlook at UA improves?

Some bargaining unit positions have a recall period of twelve (12) months. Non-bargaining positions have no recall provision; however, you are not prohibited from applying to future job postings at the University.

4. Can I keep my University email address?

If you retire from the University, you can keep a University email address.

5. When will my University provided health benefits end and do I qualify for COBRA?

Your University provided health benefits will end as of your last day of employment. Both Ohio and federal law provide for insurance continuation after separation. Individuals may continue medical, dental, and vision insurance as well as Flexible Spending Accounts up to eighteen (18) months by enrolling in COBRA continuation of coverage. You will be required to pay monthly premiums to continue this coverage. Enrollment information will be mailed to the home address on file with UA from the University's COBRA vendor, [Chard Snyder](#). The election must be completed within sixty (60) days from the date of separation from the University. If you have additional questions, please contact Benefits Administration at ext. 7090 or Benefits@uakron.edu.

6. Can I withdraw unused funds from my Flexible Spending Account (FSA)?

Funds in your FSA, administered by [Chard Snyder](#), may only be used to reimburse eligible expenses (which are those expenses received/incurred through an employee's last day of employment). Reimbursement requests for eligible expenses must be made within ninety (90) days of separation. Any funds remaining in the account after the plan deadline must be forfeited, as required by IRS guidelines. If you elect coverage with a COBRA election, you may be eligible to continue participating in the FSA program.

7. Am I able to retire from my position?

If you want to explore retirement as an option, you should contact UA's Office of Benefits Administration at ext. 7090 or Benefits@uakron.edu for more information. You should also consult with the applicable retirement system (i.e. SERS, STRS, OPERS) to which you contribute. If you selected an Alternate Retirement Plan (ARP) you may be vested in some or all of your contributions. For more information regarding an ARP, please contact your provider directly.

- State Teachers Retirement System P: 888-227-7877 | www.strsoh.org
 - School Employees Retirement System P: 800-878-5853 | www.ohsers.org
 - Ohio Public Employees Retirement System P: 800-222-7377 | www.opers.org
- Alternative Retirement Plan Provider information can be found in the Retirement Options Booklet posted at <https://www.uakron.edu/hr/benefits/2020/>.

8. What will happen with my benefits, such as accrued vacation leave or sick leave?

You will be paid out your accrued, unused, vacation leave upon separation, in accordance with the appropriate University Rule for your classification.

- Hourly non-exempt employees shall be paid for accrued but unused vacation hours up to a maximum of that earned in three (3) years upon separation. [University Rule 3359-26-04](#) Hourly non-exempt employees will be paid for any accrued compensatory time (i.e. “comp time”) at the time of separation.
- Salaried exempt employees shall be paid for accrued but unused vacation hours upon separation, subject to the maximum of one hundred seventy-six (176) hours for twelve (12)-month employees, one hundred sixty-one (161) hours for eleven (11)-month employees, and one hundred forty-six (146) hours for ten (10)-month employees. [University Rule 3359-11-03](#)
- Sick leave is only paid out at retirement subject to service requirements and maximums specified in University rules. [University Rule 3359-11-01](#) If you retire, you would be paid one-fourth of your accrued sick leave upon separation up to a maximum of two hundred and forty (240) hours. Additionally, if you secure alternate employment with another state employer, you may be eligible to transfer your accrued but unused sick leave to that employer.

After the [Clearance Process](#) has been satisfactorily completed, the final payouts for leave time will be processed. For monthly employees, this is typically thirty (30) days or the month following separation.

You should contact the University’s Office of Benefits Administration at ext. 7090 or Benefits@uakron.edu if you have specific questions regarding these benefits.

9. Will my special educational privileges benefit, commonly referred to as tuition fee remission, continue and, if so, for how long?

Yes. If you, and/or your dependents, are currently enrolled at The University of Akron actively pursuing a degree, you and/or your dependents will be able to continue receiving the special educational privileges through the reduction of fees granted to qualified employees and their dependents for a period of time not to exceed four (4) years to enable you and/or your dependents to complete the degree program in which you and/or they are currently enrolled, so long as there is no break in attendance and the student meets the applicable eligibility requirements. If you or your dependents are not currently enrolled, then the fee remission benefit will be extended for one (1) year from the date of your notice.

10. Am I eligible for unemployment?

Unemployment benefits are determined by the Ohio Department of Job and Family Services. You may file an unemployment claim by calling the Ohio Department of Job and Family Services (ODJFS) Toll Free number 1-877-644-6562 or by registering for unemployment benefits online at <https://unemploymenthelp.ohio.gov/>. Hearing impaired individuals may use the TTY Service Dial Toll Free number: 1-888-642-8203.

For expedited processing of unemployment claims, a mass layoff number will be provided to affected employees as soon as possible.

11. Will I be eligible for re-employment at The University of Akron?

There is nothing that will preclude you from applying to other open positions at The University of Akron. Current UA job opportunities can be found at <https://www.uakron.edu/jobs/>. If you have any questions regarding any current job postings at the University, please contact Human Resources Operations and Employment at ext. 7090 or by email at human_resources@uakron.edu.

12. Are there any services available that could assist me with my resume or finding a new job?

Services will be available to you at no charge by Ohio Means Jobs. Their Rapid Response team can provide the following and more:

- Job search assistance
- Resume writing workshops
- Interviewing workshops
- Job and career fairs

A virtual online orientation has been scheduled for July 22, 2020, at 10:00 a.m. and 3:00 p.m. A link will be provided to affected employees as soon as it is made available.

The Employee Assistance Program (EAP) through Impact Solutions will remain available to you and your family members, free of charge for ninety (90) days post-separation. Impact Solutions offers access to confidential professional support twenty-four (24) hours a day. The program includes access to unlimited phone consultation, six (6) complimentary face-to-face counseling sessions, plus an expansive collection of resources including resources on changing jobs, interviewing, resume and cover letter writing. Impact Solutions can be reached at 800-227-6007 or www.myimpactsolution.com.

Impact Solutions will also be providing a virtual critical incident response and support session on July 21 at 10:00 a.m. Registration for this event is at:

<https://attendee.gotowebinar.com/register/1691475901798156044>

Webinar ID: 749-035-755

This session provides a chance to talk about the personal effects of job loss with others and includes a facilitator that will share helpful information for coping with the stress reactions. For the virtual format, you will have a chance to type in questions anonymously and the facilitator will share the questions or responses with the group. It will begin with a brief overview of the stress response, share coping strategies, and then include an open discussion. The session will last anywhere between thirty (30) minutes to one (1) hour depending on participation.

Impact Solutions will also feature a webinar conducted by Apprisen, entitled Surviving a Layoff, on July 27 at 10:00 a.m. Registration for this event is at:

<https://attendee.gotowebinar.com/register/460866204460800528>

Webinar ID

913-713-947

This webinar provides information regarding the five (5) steps that need to be taken to ensure that an individual experiencing an unexpected layoff is taking the correct actions regarding expense and income management, managing credit and debt, and understanding how to access resources that are available to assist during this time of reduced income and change.

13. Clearance Process

- a) Department issued equipment should be returned to your supervisor.
- b) Computers issued by IT should be returned to IT at 185 Carroll St.
- c) Keys should be returned to Locking Systems at 146 Hill Street, Rm. 58.
- d) Human Resources will coordinate the rest of the [Clearance Process](#) electronically with the University departments that need to sign off.

If you have not yet returned to campus by your separation date, please contact your Supervisor or Human Resources to coordinate access to your workspace to collect your belongings.

Resources

Area of Responsibility	UA Resource	Vendor Contact
Clearance Process	human_resources @uakron.edu 330-972-7096	
COBRA (Medical, Dental, Vision, FSA)	Benefits Administration ASB, 185 E. Mill Street P: 330-972-7090 F: 330-972-2336 E: Benefits@uakron.edu www.uakron.edu/hr/benefits/cobra/	Chard Snyder P: 888-993-4646 E: Cobra@chard-snyder.com www.chard-snyder.com
Employee Assistance Program (EAP) (Services available 90 days post- employment.)	Benefits Administration ASB, 185 E. Mill Street P: 330-972-7090 F: 330-972-2336 E: Benefits@uakron.edu www.uakron.edu/hr/benefits/2020/	Employee Assistance Program (EAP) 800-227-6007 Member Login: uakron www.myimpactsolution.com/
Flexible Spending Accounts (Health/Dependent Care)	Benefits Administration P: 330-972-7090 E: Benefits@uakron.edu www.uakron.edu/hr/benefits/2020/	Chard Snyder P: 800-982-7715 E: askpenny@chard-snyder.com www.chard-snyder.com
Life Insurance (Portable/Convertible)	Benefits Administration P: 330-972-7090 E: Benefits@uakron.edu www.uakron.edu/hr/benefits/2020/	Unum P: 866-220-8460 www.unum.com
Outplacement Resources /Resume writing		Ohio Means Job Don Graves (330) 633-1050 Don.Graves@ulagency.org Impact Solutions 800-227-6007 or www.myimpactsolution.com .
Payroll (Paycheck/W-2)	Payroll Office P: 330-972-7205 E: payroll@uakron.edu www.uakron.edu/controller/payroll	

Area of Responsibility	UA Resource	Vendor Contact
Reduction in Workforce (Assistance in understanding RIF, layoff, displacement, policies and procedures.)	Employee and Labor Relations ASB, 185 E. Mill Street P: 330-972-6195 F: 330-972-2323 E: LaborRelations@uakron.edu www.uakron.edu/hr/employee-labor-relations/	
Retirement Plans (STRS/SERS/OPERS/ARP)	Benefits Administration P: 330-972-7090 E: Benefits@uakron.edu www.uakron.edu/hr/benefits/2020/ Payroll Office P: 330-972-7205 E: payroll@uakron.edu www.uakron.edu/controller/payroll	STRS P: 888-227-7877 www.strsoh.org SERS P: 800-878-5853 www.ohsers.org OPERS P: 800-222-7377 www.opers.org ARP Provider information can be found in the Retirement Options Booklet posted at www.uakron.edu/hr/benefits/2020/
Unemployment Compensation		Ohio Department of Job and Family Services (ODJFS) P: 877-644-6562 TTY: 1-614-387-8408 https://unemploymenthelp.ohio.gov/ Mark Goffinet (216) 407-9548