

Layoff Booklet for USPS and TEAMS staff

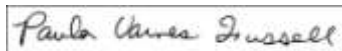
Information About University of Florida Employment

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 a Human Resource Services representative 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 have recall rights and 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 and vision 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 Willis Insurance Agency at (352) 378-2511 for information and to request a portability form.

Voluntary Personal Accident

Please call Willis 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 Willis 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

Before terminating employment, it is important to know your options depending on your retirement plan. Depending on your situation, you may need to consult with a representative from University Retirement or your investment provider.

FRS Pension Plan – contact University Retirement at retirement@ufl.edu or (352) 392-2477

FRS Investment Plan – visit www.myfrs.com or call (866) 446-9377; a termination kit is available at <http://www.myfrs.com/imageserver/pdf/forms/termination-kit.pdf>

SUS Optional Retirement Program – list of investment providers is available at http://hr.ufl.edu/retirement/forms/ORP_Providers_Listing.pdf

You may be able to continue to accrue Florida Retirement System (FRS) service with other FRS participating employers. A list of employers is available at <https://www.rol.frs.state.fl.us/forms/part-emp.pdf>.

Important Notice: You are considered retired and subject to reemployment rules upon receiving a monthly pension benefit from the FRS Pension Plan, or taking a distribution or rollover from the FRS Investment Plan or SUS Optional Retirement Program.

Understanding Your Leave Benefits

Depending on your years of service and leave balances, you may qualify to receive a payout for your leave benefits in accordance with University Leave Policy. TEAMS and USPS employees are eligible to receive a payout for any unused vacation leave up to 200 hours. . If you are reemployed by the University either as a USPS recall or to a TEAMS position within 365 days after layoff, accrued sick leave balances upon separation will be restored.

Employees with at least ten years of creditable service who choose to retire during their layoff notice period will be paid for one-fourth of unused sick up to a total payment of 480 hours. Except in cases of retirement, employees are not eligible to cash out sick leave upon separation effective January 1, 2012. For employees eligible for sick leave cash out, 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.

If the gross value of the total leave cash out is less than \$2,000, you will receive payment in the form of a check from the University. If the gross value is \$2,000 or more, your leave cash out will be distributed to a retirement 401(a) plan to minimize University and employee tax liability. For more information about the special pay plan, please see <http://www.hr.ufl.edu/retirement/other/specialpayplan.asp>

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 or 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

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

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 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

Nationwide Regional Insurance Company
3300 SW Williston Road
Gainesville, FL 32608
(PO Box 147080)
Gainesville, FL 32614
(352) 377-8500
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>.