Layoff Definition
A layoff is the elimination of a position(s) within the University. Layoffs occur when the University deems it necessary to reduce the number of staff doing a particular kind of work, to enhance the efficiency and effectiveness of University and/or departmental operations and/or to contain or reduce expenses.

Notice Period and Salary Payout
In the event of a layoff, the University will provide at least one month written notice or pay in lieu of notice to affected staff. Accrued and unused vacation time will be paid in accordance with University policy. Additionally, salary payouts may be provided to staff who have completed their probationary period according to the schedule below. In order to receive salary payouts, affected staff must sign a general release agreement. If applicable, salary payouts will be paid in a single payment at the end of the notice period.

<table>
<thead>
<tr>
<th>Years of Service*</th>
<th>Salary Payout</th>
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<tbody>
<tr>
<td>1 year to less than 3 years</td>
<td>1 month</td>
</tr>
<tr>
<td>3 years to less than 5 years</td>
<td>2 months</td>
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<tr>
<td>5 years to less than 10 years</td>
<td>3 months</td>
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<tr>
<td>10 years to less than 15 years</td>
<td>4 months</td>
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<tr>
<td>15 years or more</td>
<td>5 months</td>
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*continuous, full-time

Medical, Dental and Vision
- Staff enrolled and covered in a University group medical, medical/health waiver, dental or vision plan will maintain coverage during the notice period.
- Employee health plan contributions will be continued at the same level as when actively employed during the notice period.
- After the notice period, staff may continue coverage under COBRA. After 18 months, coverage may be continued under CAL-COBRA for an additional 18 months.

Flexible Spending Account (FSA)
- Healthcare FSA, child care FSA and child care subsidy benefits end on the last day of work. Staff have 60 days from the last day of work to submit claims for expenses incurred up to and including the last day of work.

Retirement
- University contributions to the 401(a) plan cease as of the last day of work.
- Staff contributions to the 403(b) plan cease as of the last day of work.
- Emeriti employer/employee contributions cease as of the last day of work.

Life and Accident (AD&D) Insurance
- Basic life, voluntary life, and voluntary AD&D insurance coverage ends on the last day of work. Staff may convert to an individual policy by completing the conversion application and remitting payment directly to Cigna. Conversion paperwork will be mailed automatically. Cigna must receive the conversion application and payment within 30 days of the last day of work.

Long Term Care (LTC)
- LTC may be continued by contacting the carrier, John Hancock, and converting the plan to direct pay.

Long-Term Disability (LTD)
- LTD coverage ends on the last day of work and is not eligible for conversion.

Tuition Remission
- Staff and/or their eligible dependents receiving Tuition Remission may continue receiving the benefit under the provisions of the tuition remission policy in effect at the time of the layoff.
- Dependents participating in USF FACHEX or Tuition Exchange may complete the remainder of the academic year under the provisions of the associated policies in effect at the time of the layoff.

Other Benefits
- Employer and employee contributions to Clipper will cease as of the last day of work.
- USF Employee Assistance Program (EAP) services will cease 6 months after the last day of work.

Unemployment Compensation
- Staff may apply for California State unemployment compensation benefits after the notice period.
**CONTACTS**

**Benefits Vendors**
- Anthem Blue Cross (800) 288-6921
- Kaiser Permanente CA (800) 464-4000
- Delta Dental (800) 765-6003
- VSP Vision Care (800) 877-7195
- Flexible Spending Account (800) 574-5448
- TIAA CREF (800) 842-2252
- Fidelity Investments (800) 343-0860
- Emeriti (866) 685-6565
- John Hancock (LTC) (800) 525-4361
- Cigna Insurance (LTD) (800) 732-1603
- Concern (EAP) (800) 344-4222
- VALIC (800) 448-2542

**USF Human Resources**
- General Phone (415) 422-6707
- Benefits Phone (415) 422-2442
- Neumiia Duncan-Reed, Employee Relations Manager (415) 422-4280
- Maggie Gonzalez, HR Specialist (415) 422-4280