

You've Gotten A Layoff Notice: *Now What?*

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

KNOW YOUR RIGHTS

- **Check the process:**
 - The official Academic Staff layoff policy is found at <http://acstaff.wisc.edu/wp-content/uploads/2014/11/ASPP-Chapter-5.pdf>.
 - Did you get your letter on time? The minimum amount of time that you need to be notified in advance of your layoff date varies depending on several reasons. There is a table on page 2 of <http://acstaff.wisc.edu/wp-content/uploads/2014/11/ASPP-Chapter-5.pdf> that shows the minimum notice periods. Check to make sure that the letter was dated the same day it was given to you.
 - Did the letter include reasons for the layoff, the effective date of the layoff, and your appeal rights?
 - The letter should also include a reference to the "Academic Staff Policies and Procedures" (ASPP) document, Chapter 5 (LAYOFF FOR REASONS OF BUDGET OR PROGRAM) and Chapter 9 (ACADEMIC STAFF APPEALS COMMITTEE). The ASPP can be found online at <http://acstaff.wisc.edu/resources/policies-and-procedures>.
 - Be aware that your unit has to follow layoff procedures outlined in Chapter 19 of the Unclassified Personnel Policies and Procedures (UPPP) manual: <http://www.ohr.wisc.edu/polproced/uppp/1902.htm> (the appendices to section 19.02 can be found at <http://www.ohr.wisc.edu/polproced/UPPP/UpppTableofContents.htm#UPPP19> .)
- **Know the timeline for your vacation and sick leave use:**
 - When does your job officially end? Talk to your Human Resources contact about vacation use. In some cases, you may not be compensated for vacation days you don't take before your last day of work. Specifically, you will want to ask about vacation, vacation carry over, and Annual Leave Reserve Account (ALRA). You can also check the policy in the UPPP online: <http://www.ohr.wisc.edu/polproced/UPPP/UpppTableofContent.htm> (scroll down to 16.07)
 - If you do not know who your Human Resources contact is ask your department administrator for a name.
 - Talk to your HR contact about any accumulated sick leave you have. Sick leave can be reinstated if you are rehired by the state within 36 months: <https://www.wisconsin.edu/ohrwd/download/upg/UPG10.pdf>.
- **Check with Human Resources about all of your benefits**
 - or go to <https://www.wisconsin.edu/ohrwd/benefits/empcha/layoff/> to find out what will happen to all of your benefits.
 - When will health insurance coverage end? Will you be 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 at http://www.ohr.wisc.edu/benefits/docs/Benefits_Retirement_Appointment.pdf if you are close to retirement age.
 - You can also contact the Campus Benefits Office at benefits@ohr.wisc.edu with your questions.

PLAN YOUR FUTURE

- **Get written recommendations from your current supervisor(s)/chairs/deans as soon as possible.**
- **Made sure that you 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 (for an example, 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.
- **Contact Angela Rosas (rp@ohr.wisc.edu) at the Academic Personnel Office** to request that you be added to the Referral Priority List for academic staff employees who are on layoff status or on notice of layoff (see the Referral Priority Brochure at http://www.ohr.wisc.edu/polproced/UPPP/19_K.pdf). Once you are on the Referral Priority List you will be notified of appropriate UW vacancies as they become available prior to the posting of the position. Note: this is not like the Classified Staff Transfer system: it is not the guarantee of a job, just a tool for finding a new job.
- **Update your resume/CV:** <http://www.lssaa.wisc.edu/careers/students/resumes.html>
- **Use the on-campus career counseling services that are available to you:**
 - The UW Continuing Education has an excellent job search resource page at <http://www.dcs.wisc.edu/info/job-resources.htm>
 - If you are a graduate of the UW, you can register to use BuckyNet to assist in your job search: <http://www.lssaa.wisc.edu/careers/buckynet/index.html>
- **Links to employment listings:**
 - UW-Madison jobs: <http://www.ohr.wisc.edu/employment/employ.html>
 - UW-System and all other campuses jobs: <https://www.wisconsin.edu/ohrwd/careers/search/>
 - State of Wisconsin jobs: <http://wisc.jobs/public/index.asp>
- **Network: make contacts with those who work in the areas you're interested in.**

GET HELP

- **The Ombuds Program**
 - (<http://www.ombuds.wisc.edu/>) provides an “informal, impartial, confidential, and independent resource.” This purpose of this office is to provide a sounding board for your concerns and venue in which to review your options, but the program does not provide advocacy.
- **The Employee Assistance Office**
 - (<http://eao.wisc.edu/>) offers resources to help employees in “maintaining and enhancing both their personal and professional lives.” The EAO offers presentations, information, and confidential consultation to help individuals problem solve a situation in their personal or work life. The EAO is a part of the larger Office of Human Resources (<http://www.ohr.wisc.edu/index.htm>). The EAO does not provide advocacy.
- **The Academic Personnel Office**
 - (<http://www.ohr.wisc.edu/apo/index.htm>) is a source of information for unclassified employees regarding University employment opportunities, the Referral Priority Program, as well as University policies and procedures. The APO is a part of the larger Office of Human Resources (<http://www.ohr.wisc.edu/index.htm>).

- **Layoff Appeals**

- You have the right to appeal your layoff. The appeal process, including valid reasons for appealing are laid out in the ASPP, Chapter 5: <http://acstaff.wisc.edu/wp-content/uploads/2014/11/ASPP-Chapter-5.pdf> (scroll down to 5.05 & 5.06). You only have 20 working days to start the appeals process. If you feel the loss of employment with the University was not justified you can learn more about the appeal process: <http://acstaff.wisc.edu/wp-content/uploads/2014/11/ASPP-Chapter-9.pdf>. For an even more detailed explanation of the appeals process, see: <http://acstaff.wisc.edu/personnel/appeals>.

- **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.