



## **FREQUENTLY ASKED QUESTIONS CONCERNING LAYOFFS AND FURLOUGHS**

**(Individuals Not Covered by the Collective Bargaining Agreement)**

### **1. How are decisions made on reductions in force?**

The first step is an analysis of job functions the College requires to provide education and support services for students and to run day-to-day operations. This step is based solely on the job functions of positions and the operating needs of the College. The senior leadership team in consultation with department heads and, as appropriate, supervisors, make final decisions on all job classifications affected in any work force reduction. The College is committed to nondiscrimination and Equal Employment Opportunity (EEO) principles in all employment decisions, including reductions in force.

### **2. Do Knox College employees qualify for expanded Family and Medical Leave under the new Families First Coronavirus Response Act?**

Unfortunately, Knox College is considered a mid-size organization (over 500 employees), which disqualifies our employees from this additional benefit. However, there are other stimulus benefits for which our employees might qualify.

### **3. How will I know if I am furloughed or laid off?**

If you are being furloughed or laid off, you will be notified by your supervisor and you will receive a letter from the College with more details.

### **4. Will Knox contest my unemployment?**

Knox College will not contest your unemployment if you were either laid off or furloughed because of the Coronavirus downsizing. During this period, you may qualify for additional federal unemployment compensation benefits as well as state benefits. Unemployment claims are filed with the Illinois Department of Employment Security (IDES) at [www.ides.illinois.gov](http://www.ides.illinois.gov). Questions should be directed to IDES at (800) 244-5631.

**5. Can I be laid off if I am on FMLA or Workers Compensation Leave?**

Yes, reductions in force can be applied to individuals who are on leave, such as FMLA or Worker's Compensation.

**6. Will I be paid for remaining accrued vacation & sick time?**

Both furloughed and laid-off employees will receive any accrued and unused vacation & personal time (if applicable) paid on your final paycheck (April 24 for non-exempt employees, and April 30 for exempt). Sick time is not paid out upon separation from the College.

**7. How long will I have health insurance?**

If you are affected by a reduction in force, Knox College will pay coverage through the end of May if: a) you are currently covered by the Knox insurance plan, and b) you are not eligible to be covered by another program.

Individuals who are laid off from their Knox position may continue medical, dental, and vision insurance up to 18 months by enrolling in COBRA continuation of coverage. They will be required to pay monthly premiums to continue this coverage past the end of May, when the College contribution ceases. Coverage is not automatic and therefore, requires that the employee complete a COBRA Election Form, which will be mailed. The election form must be completed within 60 days from the date of separation from the College.

Individuals who are furloughed will remain on the College plans. They will be required to pay monthly premiums to continue this coverage past the end of May, when the College contribution ceases.

**8. How will my Health Savings, Dependent Care, and Flexible Spending accounts be affected?**

Flexible spending account deductions and health savings account deductions continue through the last paycheck and can be used for qualifying expenses after employment. Dependent care spending account deductions continue through your last paycheck and can be used for expenses incurred through your last day of employment.

**9. Will Life and Long-Term Disability continue?**

Insurance coverage ceases on the last day of work.

#### **10. Will I or my dependents still get the tuition benefit?**

You and your dependents currently receiving the tuition benefit will continue to receive the benefit through the 2019-2020 academic year. If you are an employee on furlough, you remain benefits eligible. As such, the tuition benefit continues to be available to you, but if you are laid off, you are no longer eligible for the tuition benefit beyond the current 2019-2020 academic year.

#### **11. What will happen to my retirement account with TIAA (CREF)?**

Your retirement plan contributions will remain in the TIAA plan in accordance with the plan document. The employer contributions will cease with your last paycheck. Please reach out directly to Jeannie Ilievski of TIAA at [jilievski@tiaa.org](mailto:jilievski@tiaa.org) or 312-345-5617 to ask questions which will be specific to your individual needs.

#### **12. Will I be eligible for re-employment?**

Employees affected by a workforce reduction will remain eligible for re-employment. There is no guarantee, however, of being recalled to a former position or rehired to any other position in the College. Upon rehire, the employee will be reinstated to their most recent date of employment (prior to the reduction). There is no accrual of vacation or personal days during the period of layoff or furlough.

#### **13. Will EAP (Employee Assistance Program) be available?**

You will retain access to services through the Employee Assistance Program for 60 days after your separation from employment with the College. You can contact the Employee Assistance Program by calling **800-383-7900**.

#### **14. I have a question that hasn't been answered in this FAQ.**

If you have questions about any your status and the resources available to you, please call or email: Rhonda Dalton, Human Resources, 341-7137 or [rrdalton@knox.edu](mailto:rrdalton@knox.edu); or Vicky Jones at 309-341-7213 or [vsjones@knox.edu](mailto:vsjones@knox.edu).