



FREQUENTLY ASKED QUESTIONS AND ANSWERS

Union Employees

1. How were decisions made on reductions in force?

Initially, the College did an analysis of positions needed to provide education and support services for students and to run day-to-day operations. Once this was determined, the college followed seniority protocols, per the Collective Bargaining Agreement (CBA). 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?

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. Were the reductions made furloughs or layoffs?

The bargaining unit contract does not provide for furloughs. It specifies protocols for lay-offs of its members.

4. Will Knox contest my unemployment?

Knox College will not contest your unemployment if you were laid off because of the Coronavirus downsizing. If you are a 10 month employee and are *not* laid off, you are not entitled to unemployment over the summer. At present, you may qualify for additional federal unemployment compensation benefits. Unemployment claims are filed with the Illinois Department of Employment Security (IDES) at 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, layoffs can be applied to individuals who are on leave, such as FMLA or Worker's Compensation.

6. Were union workers treated any differently than non-union workers?

The College followed the Collective Bargaining Agreement for union workers.

7. Payout of remaining accrued vacation & sick time?

Any accrued vacation & personal time will be paid on your final paycheck (April 24). Sick time is not paid out upon separation from the College.

8. How long will I have insurance?

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 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. 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.

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

Flexible spending account deductions continue through your last paycheck and can be used for expenses incurred through the last day of employment. 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.

10. Will Life and Long-Term Disability continue?

Insurance coverage ceases on the last day of work.

11. Will I or my dependents still get the tuition benefit?

Both you or your dependents will receive the tuition benefit for Spring 2020 (the current term). If you are not an active employee, you will no longer qualify for this benefit. For example, if you are laid off and not called back by September 2020, you will no longer receive the tuition benefit for the fall semester. We are unable to commit to who will be called back until we know what our fall enrollment numbers are.

12. 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 or 312-345-5617 to ask questions which will be specific to your individual needs.

13. Will I be eligible for re-employment?

Employees affected by a workforce reduction will remain eligible for re-employment for a period equivalent to their length of service up to a maximum of one year from their last day of work. Upon rehire, the employee will be reinstated to their most recent date of employment (prior to the reduction). Individuals affected by the reduction will be considered for future vacancies based on the same criteria applied in the reduction. There is no guarantee, however, of being recalled to a former position or rehired to any other position in the College.

14. Will EAP (Employee Assistance Program) be available?

Yes. EAP will be available to you for 60 days. Please call directly at 1-800-383-7900 to make an appointment through our EAP Group, Precedence Inc.

15. I have a question that hasn't been answered in this FAQ.

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