

## UVU COVID-19 Layoff FAQs 2020

### **What is a layoff?**

A layoff is the dismissal of an employee without the expectation that the employee will return to work; the employee is let go from their job. Sometimes layoffs are referred to as a reduction in force.

### **Why would UVU layoff an employee?**

Due to the impact of COVID-19 (coronavirus), Utah Valley University continues to operate under modified conditions requiring the closure of certain programs, services, and facilities. These closures have created a lack of work for a number of employees. Further, the economic impact of COVID-19 is creating budgetary constraints for UVU. This combination of operational and economic pressures requires UVU leadership to make some difficult personnel decisions. A layoff occurs through no fault of the employee.

### **How will I know that I have been laid off?**

You will be contacted directly by your executive leader and/or supervisor. You will be provided with the date on which the layoff will begin, and you are expected to continue to work until that date. A letter confirming the layoff will be emailed to the personal email address you provide.

### **Will I be eligible for unemployment?**

You may qualify for unemployment insurance benefits. Please review the information available through the [Utah Department of Workforce Services](#). Information about unemployment during COVID-19 can be found [here](#), and you can find information about filing an unemployment claim at [this link](#). The letter emailed to you will provide some of the information you will need to submit an unemployment claim.

### **What about my healthcare insurance coverage?**

If you are a full-time, benefits-eligible employee enrolled in one of UVU's healthcare plans, you and your eligible family members may continue your UVU healthcare coverage for up to 18 months through COBRA. Wage Works, UVU's COBRA administrator, will send you an information packet with instructions on how to enroll. You will have 60 days from the date you lose healthcare coverage to apply for COBRA. You will be responsible for the full cost of COBRA coverage which you will pay directly to Wage Works.

### **Can I make a withdrawal from my 401(a) retirement account?**

You are 100% vested in your 401(a) retirement account and are able to make a withdrawal when you terminate employment with UVU. Withdrawals taken before you have reached age 59 ½ may be subject to income tax on the amount withdrawn and a 10% IRS penalty. Additionally, due to UVU's lag payroll, you must wait 31 days from the date you end employment to cash out or rollover your account. This will provide time for UVU to make the final contribution to your

401(a) account. Contact your investment provider(s) for additional information regarding your options.

### **What about my other benefits?**

Participation in a flex spending account (FSA), or a dependent care flex spending account (DCFSA) or health savings account (HSA) will cease at the time of termination. You will have 90-days after the end of your employment to submit FSA and DCFSA claims for reimbursement. You may have supplemental benefits that provide an option to continue coverage after your employment ends. Contact your supplemental insurance carrier regarding options or Human Resources for additional information.

### **Are there any mental health benefit resources available to help deal with the pressures of COVID-19 or my layoff?**

A free emotional health relief hotline through Intermountain Healthcare is available to anyone feeling emotional distress due to COVID-19. This hotline is available to all Utahns seven days a week, from 10 a.m. to 10 p.m. The phone number is 833-442-2211. You can find more information via [this website](#).

### **I have equipment and keys that belong to UVU. Do I need to return them?**

Please work with your supervisor to return any laptops or electronic equipment and any files, records, or documents. You will also be required to return any keys or proximity access cards.

### **What about my personal items that are in my office or work area?**

Since time is available prior to the beginning of the layoff, there should be time to collect personal items from your work area. Please work with your supervisor to establish a time when you can safely come to campus prior to the layoff commencing.

### **How can I access food resources, if needed?**

The UVU Food Pantry has temporarily suspended our services to reduce strain on community food bank resources. To find community food resources closest to you, please visit [bit.ly/UVUFOOD](http://bit.ly/UVUFOOD). As soon as we are able to resume our services, we will update the [UVU Food Pantry website](#).

If you have children, all area school districts have been authorized to offer free grab-and-go breakfasts and lunches for all children ages 0–18. For a list of locations, please contact your child's school district.

### **Are there community resources available to students who are facing food or housing insecurity?**

Yes. Please visit [Student Care Website](#) to access community resources or dial 211 to access the United Way of Utah County or visit the [United Way Website](#) to help support food or housing insecurity.

### **For Students – What if I can't pay a bill or have an urgent, unexpected expense?**

If you have a specific expense that threatens your housing, health, or safety, you can apply for the expense to be covered by the UVU emergency fund. These funds are usually given in amounts ranging from \$50-\$500. You are only eligible for this funding if you have already accepted all grants and/or scholarships available to you. Fill out the [emergency fund application](#) to submit your request.

You may also be interested in working with UVU's [Money Management Resource Center](#), which can help with managing money. Virtual appointments are now available.

### **How do I access Financial Aid?**

- Schedule a phone appointment: [Financial Aid Website](#)
- Email: [faresponse@uvu.edu](mailto:faresponse@uvu.edu)
- Live chat: [Financial Aid Website](#)

### **How can I access the CARES Act funding as a student?**

Visit the [Financial Aid website](#) for more information.

### **What resources are available at Student Health Services?**

The following resources are available:

- [Medical services](#)
- [Mental health services](#)
- [Psychiatric services](#)
- [Crisis services](#)

If you are in crisis, please access the [SafeUT app](#), which will connect you to licensed counselors who are ready to respond 24/7 at no cost. You can text, call, or submit a tip anonymously.

Here are additional resources:

- [Tips for coping with COVID-19 anxiety](#)
- [Managing stress and worries](#)
- [Mental health and coping during COVID-19 \(CDC\)](#)