

### Quick Resource Guide

	Website	Phone Number
<b>Human Resources:</b>	<a href="http://www.hr.spps.org">www.hr.spps.org</a>	651/767-8200
<b>Employee Assistance Program:</b>	<a href="http://myassistanceprogram.com/sandcreek/">http://myassistanceprogram.com/sandcreek/</a>	651/430-3383
<b>Unemployment Information:</b>	<a href="http://www.umin.org">www.umin.org</a>	651/296-3644
<b>Minnesota Workforce Center:</b>	<a href="https://mn.gov/deed/job-seekers/">https://mn.gov/deed/job-seekers/</a>	800/657-3858

#### **I just received notice that my position was cut. When will I hear whether or not I am laid off?**

Employees will receive official notice of layoff within 2 weeks of the date of layoff, at the latest. Human Resources needs to verify seniority and determine who has bumping rights to positions before an official layoff notice is sent. The notification date will depend on the start date of your work year. Employees whose positions have been cut are not necessarily the employees who are ultimately placed on layoff.

#### **Can I apply for other jobs in the district?**

Yes! You can apply for other jobs in the district. However, people with recall rights will be given jobs within their bargaining unit before other individuals are considered for vacancies. You can search vacancies and apply online at <https://www.spps.org/Domain/13046>

#### **Can I work as a substitute, temporary jobs or in summer school at SPPS while I am laid off?**

If you are a licensed teacher, you can work as a substitute teacher at the current substitute rate of pay listed in the teacher labor agreement. Paraprofessionals and civil service employees may apply for miscellaneous hourly jobs throughout the upcoming months. If you have been selected for a summer school assignment, you can still work summer school even though you have been laid off or your position has been cut.

#### **I don't know how I am going to deal with the next few months. How will I find a new job? I am extremely concerned about the well-being of my family, myself and my household. Where can I turn?**

Sand Creek Employee Assistance Program is available to assist you on an individual basis for personal crisis counseling, referral for financial planning, legal issues, and much more. You can call 651-430-3383 or visit their website at <http://myassistanceprogram.com/sandcreek/> at anytime.

#### **How long will it be before I find out whether or not I will have a job at SPPS next school year?**

As positions become available, placements are made in order of seniority. Most placements are made by the end of the school year; however, vacancies occur throughout the year.

#### **What are my recall rights?**

Recall rights vary by bargaining unit. Each unit has different recall rights. You can check your union contract (available on the web at: <https://www.spps.org/Page/33566>) call Human Resources, or contact your union representative to determine your recall rights.

#### **Can you explain how recall process works?**

Recall occurs in reverse seniority order. When vacancies are realized throughout the upcoming months, individuals who are the most senior in the job title and who qualify for the position are recalled first. If an individual refuses a position when they are recalled, they must resign from Saint Paul Public Schools.

#### **Am I eligible for unemployment?**

You may be eligible for unemployment if you:

- earned sufficient wage credits
- are unemployed through no fault of your own
- are able to work and available for employment
- are actively seeking suitable employment

For comprehensive information relative to unemployment eligibility, visit the State's web page: [www.uimn.org](http://www.uimn.org). For job seeker services, visit the Minnesota Workforce Center website at <https://mn.gov/deed/job-seekers/>

#### **When and how should I apply for unemployment?**

When you receive your layoff notice, you should apply for unemployment right away. Even though you may be eligible for vacation pay, vacation pay does not affect the timing for unemployment compensation. You can apply via the internet at [www.umin.org](http://www.umin.org) or apply over the phone at 651-296-3644. If you worked for another employer before coming to SPPS you may be eligible for unemployment based on the hours and earnings from your previous employer.

#### **What happens to my vacation pay?**

Your earned vacation pay will be paid out in full on the payday immediately following your last paycheck.

#### **What happens to my sick pay?**

Your sick pay will remain intact pending your return to active status.

## Position Cuts/Layoff - Frequently Asked Questions (Continued)

### What happens to my insurance coverage when I am laid off?

Your insurance coverage through SPPS remains in effect through the end of the month in which you last work. You may continue coverage for medical, dental, and/or life insurance for up to 18 months at your own expense under Federal COBRA law. COBRA materials are automatically mailed to you within 15 days of the date coverage is terminated. You have 60 days to elect COBRA coverage if you would like to continue coverage. If you elect COBRA coverage and make your first premium payment, coverage is reinstated retroactive to the day coverage was terminated under the active group plan.

### If I am laid off, do I get severance pay?

Severance pay is available for employees who are laid off. If you are eligible to receive pension benefits, you may be eligible to receive payment for a portion of your unused sick days (severance pay.) Check your collective bargaining agreement for specific language (for an electronic copy of your union contract, go to <https://www.spps.org/Page/33566>). You will find information relative to severance pay under the article describing retirement and separation from SPPS.

### When do I get my last paycheck? Can I get my paycheck early?

Your paychecks will be generated as normal, during regular paydays. Early paychecks are not an option.

### How do I get my money back from my pension plan?

You are not eligible to receive a refund of your pension contributions or to apply for an annuity as a retiree unless you officially resign or retire from SPPS. To receive a refund of your pension contributions, or to apply for an annuity if you are at least 55 years old and have 3 years or more of service, you must contact your pension fund directly. Contact information for your pension or other retirement accounts is available at <https://www.spps.org/Domain/13219>

Remember, if you apply for a refund of your pension contributions, there is a substantial tax penalty. Your retirement fund will give you more detailed information when and if you apply for a refund.

### Is a layoff considered a break in service?

A layoff is not considered a break in service for purposes of longevity and/or seniority in the school district during the recall period as defined in the labor agreement.

### While on layoff, am I still a member of the union?

You are still a member of the union throughout the duration of your recall rights. Recall rights can vary per contract, please consult your labor agreement (available on the web at for <https://www.spps.org/Page/33566>) specific information related to your recall/lay off rights.

### Can I retire/resign or go on leave instead of getting laid off?

If you are interested in retiring, contact Benefits at [Benefits@spps.org](mailto:Benefits@spps.org) or 651/767-8227. The team can help you to determine your eligibility and will discuss retiree benefits with you. You may also resign by completing a resignation form. Resignation forms may be completed and submitted online through your PeopleSoft account ([employee self service](#)). A leave of absence is not an alternative to being laid off.

### I don't believe I was the proper person to be cut. How do I verify that I was the least senior person in my position?

Seniority lists for most bargaining units are available through PeopleSoft ([employee self service](#)). In addition, you can contact your Human Resource Coordinator who supports your school/program.

### Who can I talk to if I believe I have been treated unfairly?

If you believe that you are being treated unfairly, your first step is to talk to your supervisor. If this is not an option for you, you should contact either the Human Resource Consultant who supports your school/program at 651/767-8200 or your union representative.

### I have other questions that need answers and I don't find them here. Whom can I call?

#### Internet & Phone Resource Quick Guide

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##### Unemployment Info:

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