

Information for Contingent 2 Employees

FOLLOWING SEPARATION



UNIVERSITY
HUMAN RESOURCES

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Introduction

The loss of employment for any reason is very difficult. University Human Resources (UHR) created this document to provide Contingent 2 employees with information about their benefits, leave, and other resources following the termination of their contract.

Period Following Notification of Termination of Contract

Employees whose contracts are terminated due to a lack of work may be permitted to use Administrative Leave for the 30-day notice period upon a) the request of the employee with approval of the University, or b) at the discretion of the University. An employee on Administrative Leave during a notice period should be entered as "Admin Leave - UHR Approval Req" on their PHR timesheet.

Continuation of Benefits

The continuation of benefits is an important issue for many employees who are faced with a layoff. Employee needs are highly individualized, so it is recommended that the affected employee contact a member of the Employee Benefits team at (301) 405-7575, Monday through Friday, 8:00 a.m. to 5:00 p.m. The Employee Benefits office is located in UHR, 1100 Chesapeake Building. **Employees who have health insurance through the University will continue to receive health insurance benefits through the last day of the month of the end of their contract, as long as the premiums are paid.**

Unemployment Insurance

Employees who are separated through no fault of their own may be eligible to receive unemployment insurance (compensation) benefits after the effective date of their separation from employment. The determination of eligibility for unemployment benefits is made by the State/jurisdiction, not the University. Unemployment benefits can be applied for in Maryland or in the jurisdiction where the employee lives (documentation required). Once a claim for unemployment insurance benefits has been approved, the benefit amount varies due to State and Federal rules, and is contingent upon the employee continuing to meet eligibility requirements. The initial unemployment claim may be filed on-line in Maryland at: <https://www.dllr.state.md.us/employment/uibenefits.shtml>

Prior to filing for unemployment benefits, employees who live outside of Maryland are encouraged to research unemployment insurance benefits for the jurisdiction where they live because benefits and resources vary.

Health Insurance

After the termination of the contract, continuation of the State group health insurance program is available to Contingent 2 employees and their eligible dependents under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA requires the State to offer employees the opportunity to temporarily continue their group health insurance benefits, if their coverage otherwise would cease (i.e. termination, layoff, or other change in employment status). To take advantage of COBRA benefits, the affected employee **MUST** complete an enrollment form and submit it to the Employee Benefits office within 60 days of the date of separation. The COBRA enrollment form, as well as rates and further details about this important program are available from the Employee Benefits Office at (301) 405-7575.

Additionally, affected employees may be eligible for health insurance through State and/or Federal resources, including but not limited to the Affordable Care Act. The Affordable Care Act call center phone numbers are:

- MD: (855) 642-8572
- DC: (855) 532-5465
- VA and other jurisdictions: (800) 318-2596

Contact your State of residence for other possible benefits and resources.

Life Insurance

Life insurance policies held by the employee either through UNUM Insurance Company or through MetLife Insurance Company may be converted to individual policies. For information about the conversion of life insurance policies, please contact the Employee Benefits Office at (301) 405-7575.

Long-Term Disability

Long-term disability coverage is not available to an employee after the date of separation.

Supplemental Retirement Plans

In order to roll-over a Supplemental Retirement Account (SRA) into an Individual Retirement Account (IRA), or to take a lump-sum distribution, the employee should contact their respective SRA vendor: TIAA 1-800-842-2776, Fidelity Investments, 1-800-343-0860 or MSRP Nationwide, 1-800-966-6355 and/or seek guidance from a licensed financial professional. **There is no requirement that these plans be closed or rolled over to another plan.** The Employee Benefits Office, (301) 405-7575 can provide general information regarding contacting the ORP and SRA vendors; however, the Employee Benefits Office cannot provide professional financial advice and/or guidance.

Tuition Remission

Employees and their dependents are eligible to retain tuition remission for the semester in which they are enrolled.

Disposition of Accrued Leave

An employee will continue to earn leave as long as they are in a pay status. See the sections below for how leave earned during the contract period will be handled after separation.

Annual Leave

Any unused accrued annual leave shall be paid to the employee after separation. If the employee returns to University of Maryland, College Park service in a regular status, the employee shall be entitled to service credit for their C2 employment service if they had converted to regular status prior to separation.

Holiday Leave

Any holiday leave that has been earned but not used shall be paid to the employee after separation, consistent with the University's holiday schedule.

Sick Leave

An employee's accrued sick leave shall be forfeited at separation.

Personal Leave

Personal leave not used prior to separation shall be forfeited. However, if the employee is rehired to a regular-status position within the same calendar year as the layoff, the unused personal leave shall be restored and made available for use during the remainder of the same calendar year. In such cases, the employee shall not also be given an additional three (3) days of personal leave as they would in the case of a newly-hired employee. If the employee is reinstated in a different calendar year, they shall be given three (3) days of personal leave.

Useful UMD Phone Numbers

University Human Resources	3100 Chesapeake Building	301.405.5648
Office of Staff Relations	3100 Chesapeake Building	301.405.0001
Employee Benefits Office	1100 Chesapeake Building	301.405.7575
Employment Services Office	3100 Chesapeake Building	301.405.5682
Faculty-Staff Assistance Program	0102 A/B Health Center	301.314.8170
Staff Ombuds Office	4205 John S. Toll Physics Building	301.405.0805

Useful Websites

Division of Unemployment Insurance	https://www.dllr.state.md.us/employment/uibenefits.shtml
Maryland One Stop Career Center	https://www.dllr.state.md.us/county/
Maryland Professional Outplacement Center	https://www.dllr.state.md.us/poac/
Employ Prince George's (COVID-19 Workforce Development Recovery Program)	https://www.employpg.org/covid-19-workforce-development-recovery-program/
Mid-Atlantic Higher Education Recruitment Consortium	https://www.hercjobs.org/regions/higher-ed-careers-va-md-dc/
UMD Job Vacancy Postings	https://ejobs.umd.edu/
USM Job Vacancy Postings	http://www.usmd.edu/usm/employment/

Employee Resources

Faculty-Staff Assistance Program 0102 A/B Health Center, (301) 314-8170, <https://health.umd.edu/fsap>

The FSAP provides personal, individual counseling for both employees and their family members. Individuals who have lost their jobs may experience a range of emotions including anger, fear, anxiety, and depression. The FSAP can provide assistance to address these issues and other personal matters that may develop as a result of a job loss.

Staff Ombuds Officer 4205 John S. Toll Physics Building, (301) 405-0805

The Staff Ombuds Officer is available to assist with counseling services to staff.

University Chaplains Memorial Chapel, (301) 314-9866; chapel@umd.edu

University chaplains from numerous denominations are available for pastoral care to faculty, staff, students, and their families. Being in, but not of, the University, the chaplains provide a unique support perspective for individual needs and concerns.

Applicable Policy

- [VII 1.40\(A\) Policies and Procedures on Contingent Employment For Staff Nonexempt and Exempt Employees](#)



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