

## Benefits at Layoff

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If your position ends due to lack of work, lack of funding, or reorganization, you may have options for continuing benefits.

- Staff layoff/re-employment rights are established by either a union contract or under Department of Personnel rules.
- Faculty, Librarians and Professional staff positions do not have layoff re-employment rights or eligibility for a rehire list. However, options to continue benefits following layoff do apply if your appointment was discontinued for lack of work, lack of funding, or reorganization. Faculty whose employment contract has ended are not considered to have been laid off, however medical and dental coverage can be continued under the federal COBRA law.
- Temporary staff (including hourly, fixed duration appointments and project appointment professional staff) do not have layoff benefits continuation eligibility, however medical and dental can be continued under the federal COBRA law.

## Insurance

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### Insurance Eligibility

If you move from a position that is eligible for Public Employees Benefits Board (PEBB) insurance to an otherwise ineligible position due to layoff, you may retain your eligibility for the employer contribution toward insurance coverage for each month that you are in pay status for at least eight hours. To maintain eligibility you must:

- Be hired into a position with a state agency within 24 months of the original eligible position ending; and
- Upon hire, notify the employing state agency that you are potentially eligible.

### PEBB Insurance Continuation Option: Duration Following Layoff

This layoff benefits eligibility ceases to apply if you are employed in a position eligible for Public Employees' Benefits Board (PEBB) benefits under [WAC 182-12-114](#) within 24 months of leaving the original position.

### PEBB Medical & Dental Insurance

There are 3 ways to continue your medical/dental enrollment following layoff:

**1. Self-pay for your insurances.** If you do not work at least 8 hours you are eligible to self-pay your insurances for that month. You need to complete the self-pay form and send your check to the Health Care Authority in Olympia for any month in which you are not eligible for the UW-paid employer contribution. Medical and dental premium rates are online at <http://hr.uw.edu/benefits/life-events/self-pay-continue-your-insurance/>

**2. Work at least 8 hours per month at the UW.** The UW will make the employer insurance contribution for any month in which you worked a minimum of 8 hours in any non-student position. Eight hours is required even if you were laid off from a part time position. Email [ischelp@uw.edu](mailto:ischelp@uw.edu) to let them know if you work 8+ hours in a month. Eligibility for employer-paid PEBB coverage will continue as long as the Integrated Service Center is able to verify your hours worked for the month.

UTemp Staffing may be of assistance in locating temporary employment.

**3. Work at least 8 hours per month at any Washington State agency.** The employing State agency will make employer insurance contributions for any month in which you work a minimum of 8 hours up to the 24-month maximum period. You must provide written notice and documentation to the employing State agency of your eligibility for layoff insurance continuation including effective dates.

### Flexible Spending Account (FSA)

Both your medical FSA and LFSA will end at the end of the month in which you received your last paycheck. Claims for services up to the end of that month will be honored. After layoff, you may continue your FSA through the end of the calendar year by special arrangement directly with the FSA administrator. Contact Navia Benefits Solutions 800-669-3539. If you do not make special arrangements with Navia, then only claims incurred prior to the end of the month in which you received your last paycheck may be submitted to the account for reimbursement.

### Life, Optional Life, and Accidental Death & Dismemberment Insurance

Coverage ends at midnight on the last day of the month of separation from an eligible position, or the last day of the month in which the employee is eligible for the employer contribution, or employee premiums were withheld, whichever is later. You may self-pay Life insurance benefits following layoff. You will need to pay MetLife for Basic Life Insurance and Basic AD&D Insurance in addition to any optional life and AD&D insurance amounts while on Leave Without Pay. Please contact MetLife directly at 1-866-548-7139.

Life and AD&D self-pay premiums can be found online at <http://hr.uw.edu/benefits/life-events/self-pay-continue-your-insurance/>. Employees who do not self-pay supplemental life insurance will require carrier approval to reinstate supplemental life insurance.

### Long Term Disability Insurance

LTD cannot be self-paid while on layoff, however it can be reinstated on your return to either temporary or permanent position. If you do not see the reinstatement of your LTD upon your return, please contact Benefits 206-543-4444 or [uwltd@uw.edu](mailto:uwltd@uw.edu).

# Retirement

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## Retirement and Savings Plans

Upon separation from eligible employment all retirement plan contributions will end.

For planning the next steps on your retirement plan reach out to your plan administrator.

### **UWRP:**

Fidelity: 800-343-0860

TIAA: 877-209-3142

### **VIP:**

Fidelity: 800-343-0860

TIAA: 877-209-3142

**PERS/TRS/LEOFF/DCP:** The Department of Retirement Systems (DRS)  
800-547-6657

If you believe you may be eligible to retire, contact the Benefits Office at [benefits@uw.edu](mailto:benefits@uw.edu) to discuss this option because other benefits or rights may apply to you. Depending on your retirement plan's rules, you may have only 60 days from the date of layoff to elect retirement in lieu of layoff, after which you may lose this right.

## Resources

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**UW Benefits Office**- Contact the UW Benefits Office if you believe you may be eligible to retire.

Email [benefits@uw.edu](mailto:benefits@uw.edu) or call 206-543-4444

<http://hr.uw.edu/benefits/>

**Layoff Process** – A comprehensive description of the classified and professional staff layoff process is available at

<http://hr.uw.edu/ops/ending-employment/layoff-and-reduction/>

**Professional & Organizational Development** - Offers courses and career consulting that may be helpful to you. <http://hr.uw.edu/pod/>

**UW Academic Human Resources** - A resource for faculty with questions about separation.

Email [acadpers@uw.edu](mailto:acadpers@uw.edu) or call 206-543-5630

<http://ap.washington.edu/ahr/>

**WA State EAP** - Find an array of work/life resources that go beyond the ordinary. From counseling and legal assistance to financial resources and employee support programs. These services are staffed by local professionals in Washington, ensuring personalized support that aligns with our commitment to your well-being. Contact WA EAP at 877-313-4455 for services.

**UWHires** - Apply here for temporary or permanent UW jobs.

Email [uw hires@uw.edu](mailto:uw hires@uw.edu) or call 206-543-2544.

<http://hr.uw.edu/jobs>

**UTemp**- Assistance in locating temporary employment.

Email [utemp@uw.edu](mailto:utemp@uw.edu) or call 206-543-3652

<https://hr.uw.edu/jobs/temporary-work/utemp-staffing-program/>

**Note:** This flyer contains a brief description of UW insurance coverage and other benefits. In case of any conflict between this flyer and official plan documents, provisions of the plan document will govern. Plans may change or stop at any time. This is not an employment contract. For more details, visit

<http://hr.uw.edu/benefits/>

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