



## **UASC Layoff Impact Resources for Staff Employees**

Mitigating the challenges and often disruptive effects of employee layoffs, the University of Arizona Staff Council (UASC) provides a curated list of resources to aid staff in seeking new employment opportunities, internally or externally, throughout our University of Arizona communities. UASC recognizes the profound impact of workforce reductions on personal and professional livelihood. This resource list encompasses a range of information (UA policies, employment, resume building, interview tips, etc.) that encourages resilience for continued employment as we navigate the immediate burdens of layoffs. *(Some links are subject to change.)*

### **Policies and Guidelines**

[University Staff Reduction in Force Guidelines](#)

[Layoff / Reduction in Force Policy \(Policy Number: CSM 405.0\) - \(Applies only to Classified Staff\)](#)

[Employment Categories](#)

[University Staff Manual – HR Policies](#)

### **UA Human Resources**

HR offers essential information to those who [separate from UA](#) voluntarily or involuntarily, including layoffs and [retirement](#).

1. [UA HR Retirement Contacts](#)
2. [Steps to take](#) when deciding to retire from UA
3. [How separation affects your benefits](#). This document is critical for understanding the actions you may take to maintain some of your benefits.
  - a. You have 60 days to request COBRA coverage.

- b. Email accounts and Microsoft Office 365 are deactivated immediately upon separation. Students will retain CatMail, and retirees have 60 days to opt-in for CatMail.
4. [RASL Program](#): The Arizona Retiree Accumulated Sick Leave (RASL) Program offers an officer or employee of the State of Arizona the opportunity to receive payment for accumulated (unused) sick leave at retirement. Employees who retire from UA may request a partial payout of their sick leave if they have at least 500 hours of sick leave at the time of retirement. Also, see the [tri-fold brochure](#).
5. [Arizona State Retirement System](#)
  - a. [Return to Work information](#)

### **Employment Changes within the Arizona University System**

1. UA employees who secure another benefits-eligible position with UA, ASU, or NAU within 30 days of separation will retain many benefits, including sick leave. Review [this document](#) for important information.
2. Vacation leave is paid out upon separation *up to* the annual amount of leave provided (22 days, prorated by FTE).

**UA Life & Work Connections** offers [Resources for Difficult Times](#). This resource includes information and links to many community services, including financial, food, job seeking, mortgage and rental assistance, and information on unemployment benefits.

### **UA Talent Employment Applicant Resources**

[Talent Application Portal](#)

[Talent Applicant Guide](#)

[Relocation Services](#)

[Disability Resources](#)

[Department of Labor – Know Your Rights](#)

## **UA Student Engagement and Career Development Staff Resources**

### **UA Career**

- UA Career: Active undergraduate students and alumni within one year of graduation are eligible for career services support through UA's [Student Engagement and Career Development](#) office.

### **UA Graduate Career**

- UA Graduate Center: active graduate students and recent alumni should contact Graduate College's [Graduate Center](#), which offers career support to graduate students.

### **UA Career Champions Program**

- Provides the opportunity for faculty, staff, and academic advisers to join a campus-wide network of people helping students achieve career success. When we build career development capacity across our campus, we increase the likelihood that all students will find the career support and resources they need throughout their time at the University of Arizona.

### **Resume, CV & Cover Letter Tips**

- Tips to assist in writing the best resume, CV, or cover letter for new job opportunities. Explore new career options and make informed decisions to market your skills effectively to obtain the desired role, strategically plan your career, and position yourself for future career opportunities.

## **Arizona State Retirement Information Resources**

### **UA HR Retirement Resources**

#### ***Arizona Retirement System (ASRS)***

#### **ASRS – Portal**

#### **Arizona State Retirement System Guide for Participants**

#### **ASRS Retirement Planning Training Opportunities - ASRS Member Education**

### **ROUTE 1: Your Journey Begins (eLearning)**

This eLearning is especially beneficial to new members. Learn about the many benefits you have that extend beyond your primary pension plan and the importance of setting up and periodically reviewing your secure myASRS account on our website.

### **ROUTE 2: Map Your Progress (eLearning)**

This is a self-paced eLearning. Many members have remarked, “If I'd only known, I'd have planned better.” Route 2 helps you map your progress and learn more about the Service Purchase program and how life events may impact your retirement benefits.

### **ROUTE 3: Destination in Sight (Webinar)**

Within three years of retirement? Learn about your pension benefit and various annuity options, plus a helpful segment on “Can you afford to retire?” to help you better prepare for the next step in your journey.

### **ROUTE 4: Next Exit - Retirement (Webinar)**

Retiring within six months? Learn about your annuity & health insurance options, how to retire, and return to work rules. Attendees receive a customized benefit estimate.

### **Pre-Registered Course: Know Your Insurance (Webinar)**

Each meeting requires pre-registration at [myASRS](#). Log in now to register for a meeting:

### ***Optional Retirement Plan (ORP)***

[Optional Retirement Plan \(ORP\)](#)

[Optional Retirement Plan Guide for Participants](#)

## **Arizona Community Employment Resources**

### **Interfaith Community Services (ICS)**

- ICS provides financial assistance and short-term case management for individuals or families in emergencies. The crisis may result from a job loss, illness, or injury or during the waiting period for other public assistance. Our financial assistance program aims to provide acute basic needs that help distressed clients regain their feet and take steps toward stability and independence.
- The types of assistance offered include:
  - Rent And Mortgage
  - Utilities
  - Eye Glass Referrals
  - ID & Birth Certificate Replacement
  - Small Car Repairs
  - Food And Gas Vouchers
  - Back-To-Work Expenses Such as Permits, IDs, Clothing Vouchers.

### **Pima County Emergency Service Program**

- Grant-funded rent, mortgage, utility assistance, and discount programs.

### **Arizona Job Connection**

- A service of the Arizona Department of Economic Security that lists job postings and training opportunities and allows people to upload their resumes for review by employers.

### **Arizona Department of Economic Security**

- Apply for unemployment benefits. You can receive a portion of their weekly pay through unemployment insurance benefits if they qualify. The Arizona Department of Economic Security provides more information about applying for these benefits.

### **ARIZONA@WORK Job Assistance Program**

- ARIZONA@WORK Pima County One-Stop Career Centers  
Whether you are looking for work, changing careers, or exploring new career options, the Pima County One-Stop connects workers and job seekers - youth, adults, veterans, and dislocated workers - to ARIZONA@WORK, a statewide network of employment, training, and educational programs.

### **Department of Veteran Services - Veteran Employment Toolkit**

- The Arizona Department of Veterans' Services is proud to launch the Veteran Tool Kit Program. It was created to help unemployed veterans get the necessary

supplies to start working. Surveyed veterans repeatedly said they were ready to work but needed a few things to get them there, ranging from boots and tools to bicycles.

### **Cope Community Service, Inc. - Employment Services Program**

- COPE Community Services, Inc. (COPE) is dedicated to assisting individuals with exploring employment opportunities as part of their recovery process. Individuals are guided to employment according to their abilities. COPE strives to help individuals overcome barriers to reach their goals and be successful in the workforce.