

## **SUMMARY OF RIGHTS AND BENEFITS RIF EMPLOYEES**

### **Right to Appeal Reduction in Force Decision**

A regular status employee may appeal a suspension without pay, an involuntary demotion, or a dismissal.

The Staff Grievance Officer is available to consult with staff members in each step of the appeal process, including the initial formulation of the written notice of appeal. The Staff Grievance Officer cannot serve as an advocate for or representative of staff members, but may work closely with staff members, departments, and the Human Resources Department to seek equitable resolutions of all appeals.

An appealable action may be reversed on appeal for only two reasons: (1) there was no reasonable basis for the university action; or (2) there was a substantial departure from university procedures which prejudiced the employee against whom the action was taken.

The employee shall submit a written Notice of Appeal to the Associate Vice President for Human Resources (or designee) within ten workdays of the receipt of the notice of action taken. The Notice of Appeal shall include a full statement indicating the basis for the appeal, the facts on which the appeal is based, and the remedy that the employee is seeking.

Please read the full copy of the Appeal Policy found [here](#).

### **Benefits**

The university's contribution toward an employee's health, retirement, and other benefits cease on the RIF date.

### **Health Insurance**

The RIF employee will be contacted by the university's direct bill and Consolidated Omnibus Budget Reconciliation Act (COBRA) health insurance administrator, Discovery Benefits, with information on options to continue the health coverage through COBRA. COBRA can be continued for a period of eighteen months. These elections are direct billed to the employee and the employee is responsible for timely payments.

### **Dental and Vision Coverage**

The RIF employee will have the option to continue dental and vision through COBRA, by completing COBRA election forms with Discovery Benefits. COBRA can be continued for a period of eighteen months. These elections are direct billed to the employee and the employee is responsible for timely payments.

### **Flexible Spending Account(s)**

Expenses incurred before the date of Reduction in Force are eligible for reimbursement. Eligible expenses can be submitted to Discovery Benefits through the end of the third month following the Reduction in Force date. Claims for dates of service after the Reduction in Force are not eligible. The RIF employee will also have the option to continue a Flexible Spending Account through COBRA, by completing COBRA election forms with Discovery Benefits. COBRA can be continued for a period of eighteen months. These elections are direct billed to the employee and the employee is responsible for timely payments.

### **Unemployment Insurance**

The Unemployment Insurance Program is a joint federal/state partnership providing temporary and partial wage replacement benefits to workers who have lost their job through no fault of their own.

To file a claim for unemployment contact:

In Louisville, there are three unemployment office locations:

600 West Cedar Street, Louisville, KY 40202-2396, Ph# 502-595-3164

5800 Fern Valley Road, Louisville, KY 40228-1093, Ph# 502-595-4187

6201-G Preston Highway, Louisville, KY 40219-1855, Ph# 502-595-4188

Please go to: [www.kcc.ky.gov](http://www.kcc.ky.gov) for information regarding your rights and responsibilities while claiming unemployment insurance benefits.