



HUMAN RESOURCES  
**STAFF HR SERVICES**  
UNIVERSITY OF MICHIGAN

# **REDUCTION-IN-FORCE EMPLOYEE INFORMATION GUIDE**

2005 Wolverine Tower  
3003 S. State Street  
Ann Arbor, MI 48109-1281  
(734) 763-2387 office  
(734) 763-6787 fax  
[www.hr.umich.edu](http://www.hr.umich.edu)

## TABLE OF CONTENTS

| <b>TITLE</b>   | <b>PAGE</b> |
|--|-------------|
| Reduction-in-Force Information List  | 2           |
| Section 1: What is Reduction-in-Force (RIF) Status?                            | 3           |
| Link to Standard Practice Guide (SPG) 201.72                                   | 5           |
| Section 2: Benefits Information While on Reduction-in-Force                    | 6           |
| Attachment I: Tracking Your Job Search   | 14          |
| Section 3: Services and Resources for Employees Affected by Reduction-in-Force | 15          |
| Section 4: Unemployment Insurance Benefits                                     | 21          |

## REDUCTION-IN-FORCE INFORMATION LIST

|                       |  |
|-----------------------|--|
| <b>Employee Name:</b> |  |
|-----------------------|--|

Being on Reduction-in-Force (RIF) status impacts several aspects of your employment relationship with the University. After reviewing this packet and meeting with a Human Resource Representative, you should understand the items listed below.

This booklet provides helpful information on each of these topics, as well as other important information to assist you with your change in employment status.

1. Reduction-in-Force and how it applies to you
2. How to obtain information on your benefits
3. Assistance available through Human Resources and the Faculty and Staff Counseling and Consultation Office (FASCCO)
4. How to apply for positions within the University of Michigan
5. External online resources
6. How to apply for unemployment compensation

**Your Human Resources representative is:**

|                       |  |
|-----------------------|--|
| <b>Name:</b>          |  |
| <b>Phone Number:</b>  |  |
| <b>Email Address:</b> |  |

## **SECTION 1: WHAT IS REDUCTION-IN-FORCE (RIF) STATUS?**

The University of Michigan endeavors to provide stable employment. However, situations may arise which require a reduction in the work force. Those employees affected in such instances are placed on Reduction-in-Force (RIF) status. Below is a summary of the Reduction-in-Force Standard Practice Guide (SPG) 201.72.

### **A. Summary Details**

- You must be provided written notification not less than 30 calendar days prior to the date of layoff. If you have reached 10 or more years of service, or you are a Primary staff member, you are entitled to a minimum of 90 calendar days notice.
- The duration of RIF status is a period up to 12 months, or equivalent to your length of service if you have been a regular staff member for less than one year. A staff member who is not recalled to work within the 12 month period will be terminated.
- Failure to respond within seven calendar days to a notice regarding recall to work or an opportunity to interview will result in termination.
- Failure to accept an offer of regular employment at a salary of 80 percent or more of your prior salary could result in termination at the end of your notification period.

### **B. Provisions**

As a staff member on Reduction-in-Force status:

- If your qualifications are made known to a hiring department, you may be able to receive preferential consideration for transfer to an open regular position for which you are qualified. This preference is limited to vacant positions in your former classification or other vacant positions if the minimum departmental qualifications are met.
- When you accept an offer of regular employment as a result of Reduction-in-Force, a 90-calendar-day mutual assessment period allows both the supervisor and you to assess the success of the transfer with the ability to return to RIF status.
- You will retain your original date of hire.
- You may retain many of your benefits (please refer to Benefits for cost and eligibility).
- You may collect unemployment benefits, if eligible, during your layoff period while you seek another position. You must be given the State of Michigan "Unemployment Compensation Notice to Employee."

### **C. Responsibilities of the Affected Staff Member**

- Make your qualifications known to departments by applying for posted positions for which you meet the minimum requirements.
- Apply for posted positions in a timely manner.
- Include a cover letter highlighting the qualifications you have that match the posting.
- Do your research: Get as much information about the department as possible (e.g., visit their website).
- Arrive on time for the interview and dressed appropriately.
- Come to the interview prepared with a copy of your resume, list of references and questions for the interviewer(s).
- Follow up with a thank you after the interview.

### **D. General RIF Guidelines/Reminders**

- The hiring department and the Human Resources Office will determine whether the staff member is qualified for the posted, regular position.
- “Qualified” means the employee is believed to be competent to perform the full range of duties as described in the position posting.
- If a RIF employee’s qualifications are made known to a hiring department, the RIF employee may receive preferential consideration for transfer to an open regular position. This preference is limited to vacant positions in the RIF employee’s former classification or other vacant positions if the minimum departmental qualifications are met.
- Failure of a RIF candidate to accept a suitable job offer that maintains 80 percent (or more) of his/her former salary will result in termination at the end of the notification period. Hence, if a RIF candidate applies for a posted position, s/he must be aware of the need to be flexible regarding salary expectations.
- It is not appropriate to eliminate a RIF candidate from full consideration for posted positions based on his/her current salary or the perception of being “over-qualified.”

### **E. 90-day Mutual Assessment Period**

- When an individual who is designated for layoff or laid off accepts an offer of returning to regular employment at the University, the initial 90 days of employment in the new position will be a mutual assessment period. Supervisors will assess the staff member’s work performance to determine whether to continue employment.
- If either the supervisor or employee considers the employment to be unsatisfactory the employee may return to layoff status, which resumes and continues through the original end date of the lay-off period. If the layoff period would have expired during the period of employment, the employee will revert to layoff status for the period of time s/he spent in the department during the assessment period.

### **Reduction in Force Standard Practice Guide**

The Reduction in Force Standard Practice Guide (SPG 201.72) is available online at:

<http://spg.umich.edu/policy/201.72>

## **SECTION 2: BENEFITS INFORMATION WHILE ON REDUCTION-IN-FORCE (RIF)**

The following information explains how your benefits are affected by a layoff. For additional information regarding the University's operating policy and regulations regarding a Reduction-in-Force, please refer to the Standard Practice Guide (SPG 201.72). Staff members subject to the terms and conditions of collective bargaining agreements may wish to consult the specific provisions in their current agreements dealing with a Reduction-in-Force. Any provisions in such agreements that differ from the provisions stated here will govern.

### **A. Accessing Benefits Information**

#### **By Phone:**

The Shared Services Center (SSC) can answer many of your benefit questions. Call 734-615-2000 or 1-866-647-7657 (toll free). Service Center Representatives are available 8:00 a.m. to 5:00 p.m. Monday – Friday, to assist you.

#### **On the Web:**

<http://benefits.umich.edu/events/rif.html>

## **B. Benefits Continuation While on Layoff**

To continue coverage during your layoff, you must complete and return the Benefits Layoff Election form and make payment. Your Benefits Layoff Election form will be mailed to your home once the layoff paperwork has been processed by Human Resources. If you do not receive your Benefits Layoff Election form within two weeks from the start of your layoff, contact the Shared Services Center at 734-615-2000 or 1-866-647-7657 (toll free). The Shared Services Center will provide you with information and instructions on continuing your benefits, including the amounts payable if you wish to continue coverage.

If you return to a benefits eligible position, the HRRIS Benefits Transaction Team will automatically re-enroll you in benefits. See *When You Return to Work* for more information.

The following summary indicates what happens to each of your benefits when you go on layoff.

| <b>Benefit Plan</b>                                  | <b>Benefits Options</b>  |
|--|--|
| <b>Health and Welfare Plans</b>                      |  |
| Medical<br>Dental<br>Vision<br>Prescription<br>Drugs | You may continue coverage until the end of the 12th month following the month the layoff became effective, provided you remit payment of the full premium by the first of each month for that month's coverage. If you choose not to continue coverage, coverage stops on the last day of the month the layoff became effective.* For more information on participation in a managed care plan, refer to Managed Care Plans below. |
| University<br>Group Term Life<br>Insurance           | Your coverage continues (at no cost to you) for up to 12 months following the month your layoff became effective.  |
| Optional Life<br>Insurance                           | You may continue coverage until the end of the 12th month following the month the layoff became effective, provided you remit payment of the full premium by the first of each month for that month's coverage. If you choose not to continue coverage, coverage stops on the last day of the month the layoff became effective.*  |
| Dependent Life<br>Insurance                          | You may continue coverage until the end of the 12th month following the month the layoff became effective, provided you remit payment of the full premium by the first of each month for that month's coverage. If you choose not to continue coverage, coverage stops on the last day of the month the layoff became effective.   |
| Expanded and<br>Basic Long<br>Term Disability        | Coverage stops on the day the layoff becomes effective.  |
| Travel Accident                                      | Coverage stops on your last day actively at work before your layoff begins.  |
| <b>Retirement Plans</b>                              |  |

| Benefit Plan  | Benefits Options   |
|---|--|
| Basic Retirement Plan   | All contributions stop with your last paycheck.  |
| Tax-Deferred Supplemental Retirement Account (SRA) and 457(b) plans | All contributions stop with your last paycheck.  |
| <b>Other Benefits</b>   |  |
| Health care Flexible Spending Account                               | Only expenses incurred while you are participating in the Plan are eligible for reimbursement. You may continue participation in the Plan by making contributions to the account on an after-tax basis. If this is the case, you may receive reimbursement of claims incurred during your layoff. If participation is not continued, your Health Care Flexible Spending Account ends at the end of the month in which your layoff began. For more information, refer to Health Care Flexible Spending Account. |
| Dependent Care Flexible Spending Account                            | Your participation in the Dependent Care Flexible Spending Account ends at the end of the month in which your layoff began. Federal regulations do not permit additional contributions to Dependent Care Flexible Spending Accounts after your employment ends. You can continue to receive reimbursement for eligible** expenses you incur before the end of the calendar year (up to the remaining balance in your account).   |
| Hyatt Legal Plan  | You may continue coverage until the end of the 12th month following the months the layoff became effective, provided you remit payment of the full premium by the first of each month for that month's coverage. If you choose not to continue coverage, coverage stops on the last day of the month the layoff became effective.  |
| Long Term Care  | You may continue making payments directly to the plan. Contact the Shared Services Center for information.   |

\* Plans not continued will end on the last day of the month in which the leave begins, unless the leave begins on the first of the month, in which case plans will be canceled effective on the leave begin date.

\*\*Eligible expenses include only those that are necessary to enable you and, if you are married, your spouse to work. Generally, this means care provided while you are at work or actively looking for work. For your spouse, "work" can include self-employment, being a full time student, or being physically or mentally incapable of self-care.



### **C. Managed Care Plans**

If you are in a Health Maintenance Organization (HMO) or the U-M Premier Care plan and you are moving outside the service area of that plan for more than 60 days, you must change coverage to BCBS Community Blue PPO or Comprehensive Major Medical (CMM) by completing and submitting a Moving out of a Managed Care Service Area form. Coverage under the new plan will become effective the first of the month following receipt of the paperwork or the first of the month following the move date, whichever is later.

### **D. Health Care Flexible Spending Accounts**

If you are participating in a Health Care Flexible Spending Account, the account will reimburse you for eligible claims up to the total annual amount you will contribute during the calendar year. Only expenses incurred while you are participating in the Health Care Flexible Spending Account are eligible for reimbursement. Therefore, if you have a balance in your account at the end of the month in which your leave or layoff began and do not have sufficient claims incurred prior to the coverage end date to exceed that balance you must continue after-tax contributions to receive reimbursement of future claims. If participation is not continued, your Health Care Flexible Spending Account will end at the end of the month in which your layoff began. You may resume participation upon your return to work.

### **E. Reporting Changes**

It is your responsibility to notify the Benefits Office of any changes of address or changes in family status for the addition or deletion of dependents within 30 days of the event. Changes may be reported by calling the Shared Services Center at 734-615-2000 or 1-866-647-7657 (toll free). Service Center Representatives are available to assist you from 8:00 a.m. - 5:00 p.m., Monday through Friday. If you have a U-M retirement savings account, notify Fidelity and/or TIAA directly of any change of address. Call Fidelity at 1-800-343-0860 or call TIAA at 1-800-842-2776.

## F. When You Return to Work

If you return to a benefits-eligible position, the HRRIS Benefits Transaction Team (BTT) will re-enroll you in the same benefit plans and level of coverage you were enrolled in before your layoff. After BTT processes your benefit elections, you can confirm your benefits re-enrollments in two ways:

1. You will receive a Confirmation Statement within 30 days after you return to work that summarizes your benefits elections and the monthly payroll deductions taken for each. If you do not receive a Confirmation Statement within 30 days, contact the Shared Services Center.
2. Review your paycheck stubs when you return to work to make sure that the proper deductions are taken. Promptly report any necessary corrections to the Shared Services Center.

Any changes in dependent status occurred during the layoff must be reported within 30 days of your return, or if coverage was continued during the layoff, within 30 days of the event. The following summary indicates what happens to each of your benefits when you return to a benefits eligible position.

| Benefit Plan   | Benefits Options   |
|--|--|
| <b>Health and Welfare Plans</b>                      |  |
| Medical<br>Dental<br>Vision<br>Prescription<br>Drugs | <p><i>If you continued coverage during your layoff:</i> Your coverage continues.</p> <p><i>If you did not continue coverage:</i> You will be re-enrolled in the same plans and level of coverage you were enrolled in before your layoff. If you return to work in a new plan year and wish to make changes missed during the Open Enrollment period, contact the Shared Services Center within 30 days of your return to work date.</p> |
| University Group<br>Term Life<br>Insurance           | Your coverage continues.   |
| Optional Life<br>Insurance                           | <p><i>If you continued coverage during your layoff:</i> Your coverage continues.</p> <p><i>If you did not continue coverage:</i> You will be re-enrolled in the same plan and level of coverage you were enrolled in before your layoff. If you return to work in a new plan year and wish to make changes missed during the Open Enrollment period, contact the Shared Services Center within 30 days of your return to work date.</p>  |
| Dependent Life<br>Insurance                          | <p><i>If you continued coverage during your layoff:</i> Your coverage continues.</p> <p><i>If you did not continue coverage:</i> You will be re-enrolled in the same plans and level of coverage you were enrolled in before your layoff. If you return to work in a new plan year and wish to make changes missed during the Open Enrollment period, contact the Shared Services Center within 30 days of your return to work date.</p> |

| <b>Benefit Plan</b>  | <b>Benefits Options</b>   |
|--|---|
| Expanded and Basic Long Term Disability                              | Your coverage resumes.  |
| Travel Accident  | Your coverage resumes.  |
| <b>Retirement Plans</b>  |   |
| Basic Retirement Plan  | Contributions resume.   |
| Tax-Deferred Supplemental Retirement Account (SRA), and 457(b) plans | Contributions resume.   |
| <b>Other Benefits</b>  |   |
| Health Care Flexible Spending Account                                | <p><i>If you continued coverage during your layoff:</i> Your coverage continues at the same level of participation you had before your layoff.</p> <p><i>If you did not continue coverage:</i> You will be re-enrolled at the same level of participation you had before your layoff. If you return to work in a new plan year, you must contact the Shared Services Center within 30 days of your return to work date if you wish to participate in the Plan. Your coverage will become effective the first day of the month following the date you make the election.</p> |
| Dependent Care Flexible Spending Account                             | You will be re-enrolled at the same level of participation you had before your layoff. If you return to work in a new plan year, you must contact the Shared Services Center within 30 days of your return to work date if you wish to participate in the Plan. Your coverage will become effective the first day of the month following the date you make your election.   |
| Hyatt Legal Plan   | You will be re-enrolled in the same plans and level of coverage you were enrolled in before your layoff. If you return to work in a new plan year and wish to make changes missed during the Open Enrollment period, contact the Shared Services Center within 30 days of your return to work date.   |
| Long Term Care   | Your long-term care coverage will continue as long as you continue to make payments to the plan. If you stopped making payments, call the plan to resume coverage.  |

*Every effort has been made to ensure the accuracy of the benefits information in this site. However, if any provision on the benefits plans is unclear or ambiguous, the Benefits Office reserves the right to interpret the plan and resolve the problem. If any inconsistency exists between this site and the written plans or contracts, the actual provisions of each benefit plan will govern. The University of Michigan in its sole discretion may modify, amend, or terminate the benefits provided with respect to any individual receiving benefits, including active employees, retirees, and their dependents.*

## **G. Payroll Information**

You will continue to be paid at your current rate on your regular pay schedule during your notification period until the day before the effective date of your layoff period; **unless you find other employment; or you resign prior to the effective date of your layoff period.**

If you have direct deposit, that will continue. If your paycheck is mailed to your home, that will also continue.

Payment for accrued vacation time will be either included in your final paycheck or sent separately. For clarification, please refer to the Reduction-in-Force SPG 201.72 at <http://www.spg.umich.edu/policy/201.72> or the Vacation SPG 201.64 at <http://www.spg.umich.edu/policy/201.64-0>.

You may also contact the Shared Services Center with questions at 734-615-2000 or toll-free at (866) 647-7657.

## **H. Parking Permit Information**

To stop your monetary obligation for your U-M parking permit (windshield, hang tag or AVI), you will need to do the following:

- Remove your permit from your vehicle.
- Return the permit to Parking Customer Services (PCS) by the end of the month to avoid being charged for the new month. Please note refunds, if due, are limited to amounts prepaid excluding the month the option is returned. Refunds will not be posted retroactively to the official date of termination.
- Complete Return Form and take top copy for your records.
- Permits may be returned by one of the following methods:

1. Visit the Parking Customer Services office at 523 South Division Street. Office hours are:

Mon, Thurs & Fri: 7:30 am to 4:30 pm

Tues: 7:30 am to 12:30 pm & 1 pm to 4:30 pm

Wed: 7:30 am to 6 pm

2. Use the Permit Drop Box, which is available 24 hours/7 days a week, at the Parking Customer Services back door, inside the Thompson Street Parking Structure. Return forms are available by the Drop Box.

3. Mail your permit back to PCS at 523 South Division Street, Ann Arbor, MI 48104-2912. We recommend that you return it via US Mail - Registered Mail, with a return receipt. This way if it is lost in the mail, you have proof and a tracking number to help find it. Please include with your permit, your full name, UMID#, mailing address and the reason for the return.

Before you return your U-M parking permit, please take into consideration that you will be interviewing for positions throughout the University and may wish to use the permitted parking areas during this time. However, if you choose to retain your parking permit, you will be responsible for the permit fee and must contact PCS to make payment.

### **Parking & Transportation Services**

523 South Division Street

Ann Arbor, MI 48104-2912

[\(734\) 764-8291](tel:(734)764-8291)

[\(734\) 763-4041](tel:(734)763-4041) fax

[pts.umich.edu](http://pts.umich.edu)



## **SECTION 3: SERVICES AND RESOURCES FOR EMPLOYEES AFFECTED BY REDUCTION-IN-FORCE**

### **A. Services and Resources**

Dealing with the challenges of RIF status can be daunting; however, you are not alone. University Human Resources (UHR) staff are here to offer you assistance with your job search.

#### **Consultation**

HR Representatives are available to meet with you to review policies and procedures that apply to Reduction-in-Force status (SPG 201.72). See locations of HR Offices listed below.

#### **Preferential Consideration**

As a University of Michigan staff member on RIF status, you may be able to receive preferential consideration for transfer to an open regular position for which you are qualified. Preference is limited to vacant positions in your former classification or other vacant positions if the minimum departmental qualifications are met.

#### **U-M Job Postings**

U-M job postings are available for review at <http://www.UMjobs.com>. New job postings are received continually and appear on the Jobs website daily. If you do not have access to the Internet, you can use computers at your public library or use the lobby computers located in the HR Offices listed below to review job postings.

#### **Human Resource Offices**

- Ann Arbor Campus, Recruiting and Employment Services, G250 Ground Floor, Wolverine Tower, 3003 South State Street, Ann Arbor, MI 48109-1281. Phone: 734/763-7385. Hours: 8:00 a.m. – 5:00 p.m.
- Health System Human Resources, 2901 Hubbard, Suite 1100, Ann Arbor, MI 48109-2435. Phone 734/647-5538. Hours: 8:00 a.m. – 5:00 p.m.
- U-M Dearborn Human Resources Department, 1050 Administration building, University of Michigan – Dearborn, 4901 Evergreen Rd., Dearborn, MI 48128-1491. Phone 313/593-5190. Hours: 8:00 a.m. – 5:00 p.m.
- U-M Flint Human Resources Department, 213 University Pavilion, University of Michigan – Flint, Flint, MI 48502-1950. Phone: 810/762-3150. Hours: 8:00a.m. – 5:00 a.m.

## **B. University Resources**

### **Academic Human Resources**

2072 Administrative Services Building  
1009 Greene Street  
Phone: (734) 763-8938  
<http://hr.umich.edu/acadhr>

Academic Human Resources provides employee relations assistance and/or access to your personnel file if you hold a primary faculty appointment.

### **Career Family Classification System**

<http://www.hr.umich.edu/compclass/descriptions/index.html>

Most staff jobs are categorized by the 20 career families of the Career Family Classification System. For example, staff marketing jobs will be found within the Communications and Marketing career family.

Information about the University's job classifications is found on the Compensation and Classification website. Visit the Career Path Navigator (see below) to view the career families and job classifications.

### **Career Path Navigator**

<http://careernavigator.umjobs.org/>

The Career Path Navigator is a web-accessible database of U-M market job titles and market job descriptions.

### **Career Development Resources**

<http://hr.umich.edu/career/index.html>

U-M's Career Development Resources web site will direct you to a wealth of information including career self-assessment, University resources, job search tools and career planning information and resources.

### **Center for the Education of Women (CEW+)**

330 E. Liberty  
Ann Arbor , MI 48104  
Phone : (734) 998-7080  
Fax: (734) 998-6203  
<http://www.cew.umich.edu/>

The Center for the Education of Women (CEW+) assists women and men each year, as they make decisions about their future. The comprehensive counseling program supports



exploration of educational and career interests within the context of relationships and life circumstances.

### **Faculty and Staff Counseling and Consultation Office (FASCCO)**

1009 Greene Street  
2076 Administrative Services Building  
Phone: (734) 936-8660  
Confidential Fax: (734) 936-8893  
<http://www.umich.edu/~fasap>

FASCCO provides assistance to faculty and staff members regarding a variety of personal and work-related concerns. FASCCO professionals can provide counseling and assistance to employees who are experiencing job loss in a supportive and totally confidential setting. If needed, FASCCO staff can refer you to Washtenaw County agencies, which can assist with many financial and personal needs.

*There is no cost for this confidential service.* Counselors will provide support, guidance and referrals to other services when appropriate. To schedule an appointment, call FASCCO at 734/936-8660.

### **Organizational Learning (OD)**

2030 Administrative Services Building  
1009 Greene St. , Ann Arbor, MI 48109-1432  
Phone: (734) 764-7410  
Fax: (734) 936-2525  
<http://www.umich.edu/~hrd>

OD offers a wide variety of training and informational programs to University of Michigan staff members. OD has a particular interest in providing University staff members on Reduction in Force status access to OD programs to assure that your job-related skills and knowledge remain current. Participating in courses and keeping your skills up-to-date will allow you to be well prepared as you seek another position.

### **Human Resource Records & Information Services**

4073 Wolverine Tower  
3003 South State Street  
Ann Arbor MI 48109-1281  
Phone: (734) 764-9250  
FAX: (734) 763-1283  
<http://www.hr.umich.edu/hrris/forms/>

HRRIS provides various employment-related forms.

### **Job Postings for the University of Michigan**

<http://www.umich.edu/~jobs>

All current U-M job openings are listed at this website. To be considered for any open position, applicants must formally apply through the online system.

### **ITS Administrative Computing**

2019 Administrative Services Building  
1009 Greene St., Ann Arbor, MI 48109-1432  
Phone: 734-647-6247  
FAX: 734-647-7606  
MAIS Help Desk: 734-936-7000  
<http://www.mais.umich.edu/home.php>

Some M-Pathways (PeopleSoft) courses are available to RIFs in regularly scheduled classes that do not require M-1 form approval.

### **Staff Human Resource Services**

2005 Wolverine Tower  
Ann Arbor MI 48109-1281  
Phone: (734) 763-2387  
Fax: (734) 763-6787  
<http://hr.umich.edu/staffhr/>

Staff HR Services provides employee relations assistance and/or access to your personnel file.

### **Temporary Staffing Services (TSS)**

TSS is a University Human Resources department offering qualified temporaries to the Ann Arbor, Dearborn and Michigan Medicine campuses:

<https://hr.umich.edu/working-u-m/management-administration/temporary-staffing-services>

G250 Wolverine Tower  
3003 S. State Street  
Ann Arbor, MI 48109-1281  
734-763-5740

*Note: Accepting a temporary U-M position will not jeopardize your RIF status.*

## C. External Resources

### Diversity Sites

|  |   |
|--|---|
| LatPro (Hispanic & Bilingual Professionals)..... | <a href="http://www.latpro.com/">http://www.latpro.com/</a>                   |
| Los Saludos (Hispanic Employment site).....      | <a href="http://www.saludos.com/">http://www.saludos.com/</a>                 |
| Hispanic Outlook Magazine.....                   | <a href="http://www.hispanicoutlook.com/">http://www.hispanicoutlook.com/</a> |
| Diversity.com.....                               | <a href="http://www.diversity.com/">http://www.diversity.com/</a>             |
| DiversityInc.com.....                            | <a href="http://www.diversityinc.com/">http://www.diversityinc.com/</a>       |

### Other Institutions of Higher Learning (in general area)

|                                  |   |
|----------------------------------|---|
| Eastern Michigan University..... | <a href="http://www.emich.edu/jobs/">http://www.emich.edu/jobs/</a>                                       |
| Oakland University.....          | <a href="http://www.oakland.edu/jobs/">http://www.oakland.edu/jobs/</a>                                   |
| Michigan State University.....   | <a href="http://www.hr.msu.edu/hiring/msujobs.htm">http://www.hr.msu.edu/hiring/msujobs.htm</a>           |
| Washtenaw Community College..... | <a href="http://www.wccnet.org/humanresources/jobs.php">http://www.wccnet.org/humanresources/jobs.php</a> |
| Wayne State University.....      | <a href="https://jobs.wayne.edu">https://jobs.wayne.edu</a>   |

### On Line Collections of Sites

|                      |   |
|----------------------|---|
| Academic360.com..... | <a href="http://academic360.com/">http://academic360.com/</a>                                 |
| Job-Hunt.org.....    | <a href="http://www.job-hunt.org/employers.shtml">http://www.job-hunt.org/employers.shtml</a> |
| Newspaper Links..... | <a href="http://www.usnpl.com">http://www.usnpl.com</a>                                       |
| Simply Hired.....    | <a href="http://www.simplyhired.com">http://www.simplyhired.com</a>                           |

*Resource links are subject to change without notice.*

## **D. Resume and Job Search Resources**

If you would like assistance in updating your resume, please contact your Human Resources representative.

1. You may also find helpful tips in drafting resumes, cover letters and preparing for interviews at: <https://hr.umich.edu/working-u-m/professional-development/career-development/job-search-resume-cover-letter-preparation>.
2. Organizational Learning (OD) office offers courses which require a pre-paid fee for registration. Please ask your supervisor if this is something that can be accommodated for you. If this is not an option due to lack of funding, you may choose to attend these courses and assume the responsibility for payment.

If you are interested in taking a course through OD, including those on resume and career development, you may view the list of available courses at:

<https://hr.umich.edu/working-u-m/professional-development/learning-professional-development>

3. University Human Resources provides a career path navigator tool to allow internal applicants a resource to familiarize themselves with job families and market titles. The Career Navigator site is available at: <http://careernavigator.umjobs.org/>
4. An external link to download software containing ready-made resumes, cover letters and sample phrases is available. The cost of the software is the responsibility of the user. <http://www.readymaderesume.com>
5. Free tutorials on how to create resumes and cover letters are available free to U-M employees through the university's subscription to Lynda.com. Lynda.com offers thousands of e-Learning courses in business, technology and creative skills and is available at no-cost to U-M faculty, staff and students.

## SECTION 4: UNEMPLOYMENT BENEFIT INFORMATION

The following information is from the State of Michigan Department of Labor & Economic Growth, Unemployment Insurance Agency (UIA). If you are a Reduction-in-Force staff member, you may qualify for unemployment insurance benefits. The benefits are intended to offer temporary income as you search for new employment.

To file a new unemployment claim or reopen an existing claim with UIA, contact UIA either by internet or phone.

Website: [www.michigan.gov/uia](http://www.michigan.gov/uia)

Phone number: 1-866-500-0017

### Information needed to file a claim:

- The University of Michigan account number: 0800-500-004
- The University of Michigan mailing address:

4073 Wolverine Tower  
3003 S. State Street  
Ann Arbor, MI 48109-1281

In addition to the information above, UIA states the following is needed:

- Social Security Number;
- Driver's License Number or State Identification Number;
- Names and addresses of employers in the past 18 months along with your quarterly gross earnings and the last date of employment for each employer listed; and
- If you are not a U.S. citizen or national, you need your Alien Registration Number and expiration date of your work authorization.

Please refer to [www.michigan.gov/uia](http://www.michigan.gov/uia) for the most current information, forms and/or updates needed to claim unemployment insurance benefits.