

# UT Health San Antonio

## Employee Transition Guide



UT Health  
San Antonio

## Introduction

The Office of Human Resources (HR) has developed this guide to assist employees impacted by a Reduction in Force (RIF). We understand it can be very difficult to manage and navigate unexpected changes. This guide contains information to assist you during this transition and offers resources for re-employment.

## Key Topics

- ✓ What is a Reduction in Force (RIF)?
- ✓ Your rights and options
- ✓ Applying for a position at UT Health San Antonio
- ✓ Applying for unemployment benefits
- ✓ What to expect during the notice period?
- ✓ Check out process, payout of accrued leave, and final paycheck
- ✓ Continuation of employee benefits
- ✓ Re-Employment services and resources

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## What is a Reduction in Force (RIF) and How are Employees Identified?

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A Reduction in Force (RIF) is an action based on business needs to address financial deficits or to better align resources so departments can meet goals. The primary consideration to identify positions to be eliminated is business operations and the ability to provide services and contributions to the missions of UT Health San Antonio.

Situations may require a department or unit to reduce its workforce by eliminating a position(s) or reducing the number of work hours due to any of these reasons:

- Financial constraints including reduction or lack of funds
- Change in business needs or programming
- Change in departmental organization or structure
- Stoppage or lack of work

The decision to initiate a RIF is not taken lightly. It is done after careful review and consideration of available options aimed at (1) aligning available resources to enable the department to meet its goals and objectives, and (2) minimizing any negative impact on the unit and team. This is done with the understanding that, despite best efforts, employees can be affected.

In their decision process, management is responsible for evaluating business needs based on current and projected workloads, volume and level of services provided, and functional changes to operations using the factors below.

Where multiple positions in the same job classification and/or role exist within the department or unit, but only a subset of those positions are identified for the RIF, the following factors are considered in determining which positions will be impacted:

**Level of performance, skill set, and value-added competencies to further support unit goals and functions.** An evaluation is conducted of each employee's relative qualifications and proficiency levels in the knowledge, skills, and abilities needed to support unit operations.

**Institutional seniority.** Seniority is based on total years of institutional service, and not based on length of state service.

**State preference statute.** Individuals may qualify for a Veteran's Employment Preference or a Former Foster Youth Employment Preference over other employees for the same position who do not have greater qualifications.

There may be other unique significant factors that are relevant and appropriate to consider by the business unit, and which conform to any applicable legal or regulatory mandates. Such additional factors are discussed with the Office of HR before a final determination.

## **Nondiscrimination**

Any decision regarding reduction in force, termination, and/or re-employment shall be made without regard to a person's race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin, age, disability, genetic information, or veteran status.

If you believe this action is based on discrimination on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin, age, disability, genetic information, or veteran status, or in retaliation against you filing a report of, or participation in, an investigation pertaining to allegations of wrongdoing, please contact the Office of HR at, [HRpartners@uthscsa.edu](mailto:HRpartners@uthscsa.edu), the Compliance and Privacy Office at [compliance@uthscsa.edu](mailto:compliance@uthscsa.edu) or call (210) 567-2014.

## **Rights and Options if a Position has been Eliminated or Hours Reduced**

Positions subject to a RIF should not be filled for six months from the effective date of the RIF. It is also important to delineate between a RIF and an involuntary termination for cause.

In an involuntary termination for cause, the unit decides to terminate employment due to unsatisfactory performance and/or behavior. The position is open/available for the unit to fill.

In the case of a RIF, the decision to separate employment is made due to economic or organizational issues beyond the individual's control, resulting in the position being eliminated or work hours reduced.

The RIF process requires that an employee is offered re-employment if the eliminated position is reinstated within the next six months, from the effective date of displacement.

Under the UT Health San Antonio RIF policy, employees affected by a RIF may apply for other suitable vacant positions within the institution. HR will notify the hiring manager of the availability of a suitable position(s) for affected employees. Employees may be appointed to available vacant positions if they meet the minimum qualifications, without satisfying normal job posting time limits. This special consideration will continue for six months from the effective date of the RIF, or until regular institution employment is secured, whichever comes first.

Any alleged violations of this policy or questions concerning nondiscrimination should be directed to the Office of HR at [HRpartners@uthscsa.edu](mailto:HRpartners@uthscsa.edu), the Compliance and Privacy Office at [compliance@uthscsa.edu](mailto:compliance@uthscsa.edu), or by calling (210) 567-2014.

## **Reduction in Force Grievance Process**

For information on the grievance process, review the [Handbook of Operating Procedures \(HOP\) 4.5.7 Reduction in Force](#).

## **What is Expected During the Notice Period?**

After your supervisor has notified you that your position is being eliminated due to a RIF, you should expect the following:

- You are still considered a UT Health San Antonio employee and will continue to receive compensation until your date of separation; however, you may not have to report to work or log time during this period.

- Your supervisor may discuss a transition plan including the status and collection of assigned work. You are immediately relieved of duties and are no longer required to report to work.
- However, since you are an employee of the State of Texas, we ask that you be available for transitional support as we request.
- Access to UT Health San Antonio email and internal systems will be disabled following the RIF notification.
- Leadership will notify employees in your department or unit of the RIF to begin transitioning duties or realigning processes/operations.
- A representative from the career transition service vendor will contact you to discuss how they can help with your re-employment efforts. You may also initiate this conversation. More details about contacting the career transition services are in this guide.

### Collection of Equipment and Personal Items

- You and your supervisor will schedule a date and time to return institution and departmental assets (e.g., Pro Card, laptop, keys, and badge).
- The scheduled date and time should not exceed more than 3 days from your notification date.
- Your supervisor or designee will be responsible to take inventory and pack your items.
- Your supervisor or designee will use packing materials, i.e., bubble wrap, packing tape, to prevent personal items from breaking or being damaged.
- Before packing the personal items, your supervisor or designee will complete **Section II of the Equipment and Personal Items Inventory Form**.
- Once items have been packed, your supervisor or designee will contact you to confirm the date and time to return the institution equipment and collect your items.
- After the exchange, the supervisor or designee, and the employee will sign and date the Equipment and Personal Items Inventory Form.
- You will receive a copy of the signed form.
- You can view the form on the Re-Employment Services Webpage:  
<https://wp.uthscsa.edu/careers/re-employment-services-and-resources/>

### Computer and Network Access

Access to UT Health San Antonio email and internal systems will be disabled on your notification date. All computer work files are property of UT Health San Antonio.

### Check Out Process

- Your supervisor or their designee will work with you to schedule the return of institution and departmental assets (e.g., ProCard, Gas Card, Travel Card, laptop, keys, and badge).
- On your last working day, return your UT Health San Antonio parking permit to stop payroll deductions or receive a refund. Contact UT Police at [parking@uthscsa.edu](mailto:parking@uthscsa.edu).
- If you have a balance on your ProCard, Gas Card, and/or Travel Card, your supervisor will review the closing procedures for each issued card.

### Payout of Accrued Leave and Your Final Paycheck

- During your notification period, you will continue to be paid at your current rate on regularly scheduled paydays.

- If you find other employment or resign before the effective date of separation, please notify your immediate supervisor or the Office of Human Resources.
- If applicable and you have been employed for at least six continuous months, you will receive a lump-sum payment for any unused vacation leave balances. You will be paid for any unused personal leave regardless of state service. Lump-sum checks are issued on or around the 20th day of the month following your termination date. Vacation and/or personal leave will not transfer to another state institution.
- Paid Time Off (PTO) and Extended Illness Bank (EIB) balances will not be paid upon separation.
- EIB will be reinstated if you are employed by another state agency within 12 months of your separation provided there is a 30-day break in service.
- W-2 and Paycheck Summaries are available upon request. You can request copies by contacting Payroll at [pay-admin@uthscsa.edu](mailto:pay-admin@uthscsa.edu) or (210) 562-6315.

### Re-Employment Services and Resources

UT Health San Antonio will be offering the following Re-Employment Services and resources to assist you during this transition.

#### Re-Employment Services Webpage

Dedicated Webpage to provide up-to-date information with links to resources.

Link to Webpage: <https://wp.uthscsa.edu/careers/re-employment-services-and-resources/>

#### Informational Webinars

Impacted employees will have access to informational webinars on the Re-Employment Services webpage. Webinars include:

- Employee Transition Services
- Finding Ways to Cope with Job Loss

#### NextJob Career Transition Services

NextJob is a nationwide company that provides dedicated services to aid in re-employment efforts. They provide high-quality, one-on-one job coaching and multimedia online learning to help in your job search.

Getting started with your re-employment package is easy. Simply contact NextJob at (877) 290-7888; send an email to [info@nextjob.com](mailto:info@nextjob.com) or register online at <https://www.nextjobtraining.com>.

This valuable service is available at no cost to you, and includes the following services:

- **13 Weeks of One-on-One Personalized Job Coaching**  
Using an approach tailored to your unique needs and career goals, a job coach will work with you one-on-one through a variety of means, including phone calls and emails, to coach and train you through your career transition and job search.
- **Access to Online Job Search Training Program**  
You'll have access to an online, interactive Job Search Training Program that is customized based on user input and response. Your job coach will work with you to fine-tune each module of the program and support you through completion. All aspects of a successful job search are included,

from assessing your career direction to resume assistance, as well as interview training and preparation.

- **Invitation to Weekly Job Club Webinar**

The Job Club Webinar provides you with a live chat forum to share valuable information and learn from other job seekers. Each week, an expert job coach facilitates a call where you can share and discuss best practices, tips, questions, and more.

### Applying for a Position at UT Health San Antonio

UT Health San Antonio job postings are at [www.uthscsa.edu/careers/](http://www.uthscsa.edu/careers/). If you identify a suitable position, complete the application as instructed on the HR website and contact your designated Talent Acquisition Partner.

The Talent Acquisition Partner will contact the hiring manager to discuss and review your application to determine if the hiring preference due to RIF status is applicable.

The Talent Acquisition Partner can also answer questions about positions at UT Health San Antonio, the interview and selection process, edit your resume, and prepare for a successful interview.

### Applying for Unemployment Benefits

Any employee subject to a RIF is eligible to apply for unemployment benefits. The following information is from the State of Texas Workforce Commission (TWC). If you are an employee impacted by RIF, you may qualify for unemployment insurance benefits. The benefits can offer temporary income as you search for new employment.

UT Health San Antonio does not determine who receives unemployment benefits, the amount approved, or the duration granted. This decision is the sole discretion of TWC. UT Health San Antonio does not contest benefits granted to employees impacted by a RIF action. The employee is responsible for initiating unemployment claims and the continuation of payments by the TWC process and policy.

To file a new unemployment claim, contact the TWC by Phone: (800) 939-6631 or online: <https://www.twc.texas.gov/jobseekers/applying-unemployment-benefits>.

Information you will need to file a claim:

- Your last employer's business name, address, and phone number:

UT Health San Antonio  
7703 Floyd Curl Drive  
San Antonio, TX 78229  
Phone Number: (210) 567-8847

- First and last dates (month, day, and year) you worked for your last employer.
- If you worked for UT Health San Antonio on more than one occasion, provide the most recent employment dates.
- Number of hours worked and pay rate if you worked the week you apply for benefits (Sunday through Saturday)
- Information about the normal wage for the job you are seeking

- Alien Registration number (if not a U.S. citizen)

Refer to <https://www.twc.texas.gov> for the most current information, forms, and/or updates needed to claim unemployment insurance benefits.

### Contacts

Throughout the process and transition period, your designated HR Representative is available to answer any questions and offer guidance on resources available.

HR staff members are also available to help you through the transition on specific topics:

<b>Benefits</b> Health/dental insurance, retirement, flexible spending accounts, etc.	<b>Retirement Meeting Request</b> <b>Email:</b> <a href="mailto:ben-admin@uthscsa.edu">ben-admin@uthscsa.edu</a> <b>Phone:</b> (210) 567-2600
<b>UT Benefits Billing for COBRA Coverage</b>	<b>Email:</b> <a href="mailto:utcobra@utsystem.edu">utcobra@utsystem.edu</a> <b>Phone:</b> (844) 579-8683
<b>Talent Acquisition</b> Applying for a position at UT Health San Antonio.	<b>Email:</b> <a href="mailto:careers@uthscsa.edu">careers@uthscsa.edu</a>
<b>Leave Payout</b> Payout options for accrued time if applicable.	<b>Payroll Contact Information</b> <b>Email:</b> <a href="mailto:Pay-admin@uthscsa.edu">Pay-admin@uthscsa.edu</a> <b>Phone:</b> (210) 562-6315
<b>UT Employee Assistance Program (UTEAP)</b> The EAP provides counseling and consultative services for all types of life concerns.	<b>Contact Online:</b> <a href="http://www.uteap.org">www.uteap.org</a> <b>Phone:</b> (713) 500-3327 or <b>Toll-free</b> (800) 346-3549

### Frequently Asked Questions (FAQs)

#### Employment

##### What happens if I obtain another state position before my separation date?

If you obtain a position with the State of Texas before your date of separation, please contact UT Health San Antonio Office of Human Resources. They will transfer you to the other state agency. Once you begin your new position, your pay from UT Health San Antonio will end.

##### What happens if I obtain another state position after my separation date?

You do not need to notify UT Health San Antonio Office of Human Resources if you obtain a position with the State of Texas at any time after your date of separation with UT Health San Antonio. Your state service time will remain valid; it does not expire.

**Am I eligible to apply to internal postings?** Yes, UT Health San Antonio employees affected by a RIF are eligible to seek re-employment at the institution and may be provided with a hiring preference. HR will monitor applicant pools daily to advise hiring managers of employee hiring preferences for impacted employees. You can view postings at: [www.uthscsa.edu/careers/](http://www.uthscsa.edu/careers/).



**Is there a difference with preference regarding internal or external job listings?** If you are eligible, you will receive preference regardless of whether the position is internally or externally posted.

**Will we be interviewed for jobs with employee preferences?** UT Health San Antonio will follow standard practices for recruiting, including the interview process.

**Do I need to upload a new resume or cover letter to apply for a position?** You are strongly encouraged to provide an updated resume when applying for new positions. The UT Health San Antonio Careers application system allows you to upload a new resume for each position to which you apply. If you have a resume on file within the application system, you may opt to use that version. Contact your designated Talent Acquisition Partner for more information.

**Do I have to attach references if I am applying for a position after my date of separation?** Depending on the position to which you apply, references may be required. Please review the job posting to determine which materials are required as part of the application.

**Will I have to go through a probationary period if I attain a job in another position within UT Health San Antonio?** If you experience a gap in employment from UT Health San Antonio, you will go through another probationary period.

**If I do not obtain a new position, when can I file for unemployment?** You are considered a UT Health San Antonio employee until your date of separation. If you have not obtained a new position by that time, you can file for unemployment after your date of separation.

**What will UT Health San Antonio indicate is the reason for my separation?**

Our system will record the reason as “Reduction in Force”, however, the Office of Human Resources does not provide a separation reason to prospective employers. UT Health San Antonio uses The Work Number®, a third-party provider, to provide automated employment (dates of service) and income verifications for previous employees.

**Can I file a grievance on this reduction in force decision?** Per HOP Policy 4.5.7 Reduction in Force, an employee whose employment is terminated may grieve that decision to the Chair of Director of the affected department within ten (10) working days of receiving notice of termination.

**Can I receive a letter of reference from my manager?** Upon your request, your supervisor may provide a letter of reference.

## **Benefits**

**I am enrolled in I benefits with UT Health San Antonio. What happens to my benefits going forward?** If you receive benefits from UT Health San Antonio, your coverage will continue until the end of the month of your separation date. Your premiums and standard deductions will be withheld as usual during this time. A COBRA information packet will be mailed directly to your home address on file. If you choose to elect COBRA, you will be responsible for arranging payment for it.

**What happens to my Retirement Benefits?**

- **Teacher Retirement System (TRS):** Participants in TRS are vested after 5 years of state service

and may receive a retirement annuity provided that the TRS retirement criteria have been met.

- **UT Saver Tax Sheltered Annuity Plan (TSA) & UT Saver Deferred Compensation Plan (DCP):** If you are a participant in a TSA or DCP, please contact your designated vendor regarding the continuance or distribution of your account(s) or you can send an e-mail to the Benefits Department at [ben-admin@uthscsa.edu](mailto:ben-admin@uthscsa.edu) to request a Vesting/Termination letter.

**Note:** In the event, you are retiring from UT Health San Antonio, you will need to schedule an appointment with a Benefits Representative to go over your retirement options.

Email: [ben-admin@uthscsa.edu](mailto:ben-admin@uthscsa.edu) to schedule a meeting.

### **Last Paycheck and Accrued Leave**

**How will I receive paychecks during the notification period?** You will continue to receive your current pay, minus required withholdings and/or deductions until your separation date. If you currently receive your paycheck through direct deposit, that will not change.

**What happens to my accrued compensatory time, overtime, and sick time?** Non-exempt employees will be paid out any accrued state compensatory time and overtime. Exempt level employees are not paid out any accrued state compensatory time. Extended Illness Bank (EIB) can be rolled into retirement benefits (if eligible), donated, or restored if rehired to a State of Texas agency within 12 months.

**What happens to my vacation and personal leave?** Any accrued vacation and personal leave will be paid out on the 20th of the month proceeding your last paycheck.

**Can I request to not have my vacation time paid out so that it will be available if I obtain another State of Texas position?** According to Texas Pay Day Law, your vacation and personal time will be processed and paid out on your final paycheck.

### **Personal Items and Access to Files**

**Why were my personal effects packed for me? Why can't I retrieve them myself?** Due to the ongoing pandemic and reduced on-campus operations, we are minimizing the number of people on campus for item collection to help protect the health and safety of our campus community.

When you arrive to pick up your items, the collection location will have enforced social distancing and other precautions in place.

### **Who do I contact for questions not addressed in this FAQ document?**

You may contact your designated HR representative indicated in your notification letter. Also, check the Re-Employment Services Webpage for updates. FAQs will be updated daily.

For additional information and resources, visit the Re-Employment Services webpage: <https://wp.uthscsa.edu/careers/re-employment-services-and-resources/>.

For assistance with the RIF process, email [HRPartners@uthscsa.edu](mailto:HRPartners@uthscsa.edu).