UNIVERSITY OF CALIFORNIA SANTA CRUZ
LAYOFF RESOURCES AND CHECKLIST FOR EMPLOYEES

This checklist is intended to provide a general overview of steps to take when an employee is **permanently** laid off.
If you have been **temporarily** laid off, please visit the resource page here.

READ YOUR CONTRACT or POLICY

If applicable, find and read through your Layoff Options Breakdown by Contract/PPSM:

a. **PPSM** - Personnel Policies for Staff Members
b. **CX** - Clerical Employees
c. **SX/EX** - Service / Patient Care Technical Employees
d. **PA** - Police Officers
e. **DX** - Physicians, Dentists, and Podiatrists
f. **NX** - Registered Nurses
g. **RX** - Research Support Professionals
h. **HX** - Residual Health Care Employees
i. **K7** - Skilled Crafts Employees
j. **TX** - Technical Employees

UNIVERSITY OWNED EQUIPMENT (ITEMS TO RETURN)

Coordinate with your supervisor the return of all University owned equipment in your possession.

Please note that not all the items listed are applicable to everyone.

- [ ] Keys/door access cards (including but not limited to vehicle, lab, or master keys)
- [ ] Parking Pass (return to TAPS directly)
- [ ] Computer, laptop and any other university owned equipment
- [ ] Badge/Staff ID card
- [ ] Cell phone and submit a ticket via IT Request to close service
- [ ] Uniform
- [ ] Pro-card and/or other University credit card

ACTION ITEMS

- [ ] Work with your supervisor to transfer all University-related appointments, meetings, and other academic information. Do not alter or delete any data without permission.
- [ ] Leave data, files, and permissions in their current state. Do not modify or delete any University data.
- [ ] Ahead of your last day of employment reset passwords for all university-affiliated accounts to enable standard administrative access for management. Work with your manager on a general password.
- [ ] Ahead of your last day of employment, configure an automated response for your university email account with the following message:
  - [ ] I am unable to respond to your message Please contact (supervisor or manager) at (email address).
- [ ] Transfer **all** applicable university business records to an accessible location, such as a shared Google Drive.
- [ ] Follow the steps to change and transfer ownership of **all** Google productivity applications.
- [ ] Contact the California Employment Development Department for a determination of eligibility for filing for unemployment.

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UNIVERSITY BENEFITS

- ☐ Understand how your medical coverage and life insurance will be affected
- ☐ Read through your options for continuing your benefits
- ☐ Read through your options for your pension and retirement savings
- ☐ Read through the Termination of Employment Fact Sheet PDF

CAMPUS RESOURCES

- ☐ Thoroughly review the SHR layoff support webpage.
- ☐ Thoroughly review the Office of the President's resource page.

- The University does have an Employee Assistance Program (EAP) that provides 24/7 live assistance by calling 1-844-209-0464. Employees who have been indefinitely laid off may continue to use the Employee Assistance Program for 6 months following the layoff date.
- Job Search Assistance Resources: Explore a variety of UCSC resources to aid in job searching.
- Frequently Asked Questions for Laid Off Employees

UCSC STAFF HUMAN RESOURCES (SHR) AND UC CONTACTS

UCSC and the University of California are still here to support you. Please reach out to the following contacts below if you have any questions or concerns regarding your layoff.

Employee and Labor Relations (ELR):
- ER analyst
- ELR office: elrinfo@ucsc.edu

Benefits Office:
- benefits@ucsc.edu

Retirement Services:
- UC Retirement Administration Service Center (RASC)
- 1-800-888-8267 (or 1-510-987-0200 for international callers)
- Fidelity Retirement Services, 1-866-682-7787

Talent Acquisition:
- Pursuing Preferential Rehire
- hiring@ucsc.edu