

# Employee Layoff Resources

## What does it mean to be laid off:

- A layoff is an involuntary separation between an employer and an employee that occurs through no fault of the employee. The employer is terminating the employment of the worker because it is eliminating the position and not because of any performance issues.
- It is important to note that layoffs do not occur because of performance issues on the part of the employee.

## What Next:

- Review Colorado Workforce Packet
- Update Your Resume
  - [Live Career](#): Here you'll find a free resume building tool. You can select from a number of design templates, and the tool walks you through entering the information you want to include in your resume.
  - [Word Templates](#): Microsoft offers free resume templates for Word.
- Identify Job Resources
  - [NorthernColoradoHelpWanted.com](#): To find jobs located in Northern Colorado.
  - [State of Colorado Job Opportunities](#): To find jobs located in the state.
  - [Jobing](#): To find jobs located in Colorado and nationwide.
  - [ConnectingColorado](#): Colorado workforce center.
  - [Monster](#): Perhaps the best known online resource for jobs.
  - [Indeed](#): This is the Google search engine for jobs. Easy to use, and a great tool to help you find your next job.
- Sign up for Benefits
  - COBRA
    - Professional Admin COBRA Rates
    - [Classified COBRA Rates](#)
  - [Medicare / Medicaid](#)
  - [Connect for Health Colorado](#)
  - Check with Spouse's employer
- Financial Resources
  - Unemployment: If you have been laid off or terminated through no fault of your own, you can usually collect unemployment until you find work again or for up to 26 weeks, whichever comes first. <https://www.colorado.gov/pacific/cdle/unemployment>

## FAQs:

- Am I eligible for re-hire?  
Yes, if a position becomes available that you are interested in applying for, you are encouraged to submit an application. HR will also keep a list of any employees whose position will be eliminated. If a position becomes available, HR will notify all qualified candidates on the list of the opening.
- Will I receive payouts for my vacation and sick leave balances?  
Yes, you will receive pay for vacation time.
- Can my supervisor give me a reference?  
Yes, your supervisor can give you a personal reference, but cannot speak on behalf of the university. All employment verification must go through the HR department. Information disclosed will be date of hire, last day worked, and title.
- What happens to the tuition waiver if I/my dependents are currently taking courses?  
You and your dependents will continue to receive the waiver as long as you are continuously enrolled in courses at the university.

## UNC Human Resources:

Carter Hall 2002  
970-351-2718  
[Human.Resources@unco.edu](mailto:Human.Resources@unco.edu)  
[www.unco.edu/hr](http://www.unco.edu/hr)

## Employee Assistance Program:

UNC Counseling Center:  
Cassidy Hall  
970-351-2496  
<https://www.unco.edu/counseling-center/>

Colorado State Employee Assistance Program (CSEAP)  
800-521-8154  
<https://www.colorado.gov/c-seap>