

Frequently Asked Questions (FAQs)

- **How do I find the information that was shared today (April 11, 2017)?**

All of the information and handouts can be found at the HR Wiki: It will be available on April 12, 2017 by 12:00 p.m.

- **Where do I go if I have questions?**

Please review the information on the HR wiki. If you still have questions, please feel free to attend the voluntary town-hall sessions and HR open office hours. Please feel free to also ask you manager.

VOLUNTARY EMPLOYMENT ADJUSTMENTS:

- **If I voluntarily resign or retire, can I return to work at Concordia in another capacity?**

If you voluntarily elect early retirement or resignation, you can still apply for and accept an adjunct position.

*If you voluntarily elect early retirement or resignation, you cannot be reemployed by the University in any full-time faculty or full-time or part-time staff position for **one year (361 days)** following your separation date—no earlier than July 2, 2018.*

- **If I voluntarily reduce my hours, can I accept a full-time position with Concordia in the future?**

If you voluntarily reduce your work hours, you may apply for and accept available full-time positions with Concordia (i.e., there is no time limitation). It is important to note, however, that you may not accept another, additional part-time position at CU (e.g., take two 20 hour positions at CU)).

- **Will tuition remission continue for myself or my family member(s) if I pursue any of these options?**

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- Voluntary retirement or resignation: No, if you are no longer an employee, you are no longer eligible for tuition remission.
- Reduction of hours: Yes, because you are still an employee, you and your family members will be eligible for tuition remission. The tuition remission, however, will be at a prorated rate. Please contact human resources for additional information.

- **Will my (faculty) rank advancement be impacted if I voluntarily reduce my hours?**

No, you will still be eligible for your scheduled rank advancement.

- **How do I decide if I would like to volunteer for a reduction of hours or retire, resign, etc.?**

Please review all information provided and attend voluntary town-hall sessions. If you still have question, please visit human resources during scheduled office meetings:

- *April 12th in GRW316 from 1-2:00 pm*
- *April 13th in GRW316 from 10-11am*
- *April 18th in GRW318B from 3:00-4:00 pm*
- *April 21st in GRW318B from 9:00-10:00 am*
- *April 24th in GRW318B from 10:00-11:00 am*
- *April 26th in GRW318B from 3:00-4:00 pm*
- *April 28th in GRW318B from 1:00-2:00 pm*

We are also available to schedule individual appointments, as requested.

- **Where can I send my voluntary retirement, voluntary resignation, voluntary reduction in hours, and signed severance agreement to?**

Frequently Asked Questions (FAQs)

Please send completed PDF documents to the following HR email address: hrconfidential@cu-portland.edu.

- **How will layoffs be determined? How will you decide who gets laid off? What criteria will be used? Will there be differences between faculty versus staff layoffs?**

Starting May 1, 2017, cabinet members will evaluate all measures taken (e.g., revenue generation measures, voluntary retirements, voluntary resignations, etc.) and identify whether there is a remaining budget deficit. If a budget deficit remains, cabinet members with the assistance of the department heads will assess: 1) the mandatory needs of each department; 2) the possibility of reallocating of duties; and 3) the possibility of redirecting positions with focus on CU's highest priorities. The primary focus, however, will be student success.

If involuntary layoffs are necessary, Concordia will adhere to the process outlined within the Faculty Handbook and Staff Handbook. Additionally, a variety of criteria will be considered, including but not limited to skills required by department to ensure student success; past performance assessments/reviews of the employees; team work skills; task achievement skills; competency and ability to take on additional responsibilities; and value added skills.

- **What does this mean for positions that are left vacant? How will you determine which positions will be refilled, if any?**

To minimize involuntary reductions in personnel, Cabinet members with the assistance of the department heads are assessing which vacant positions will be left vacant and which will be refilled. To make this determination, Cabinet members and department heads will evaluate several factors, including the possibility of reallocating of duties and the possibility of redirecting positions with focus on CU's highest priorities. Student success, however, remains the highest priority.

HEALTH CARE BENEFITS:

Frequently Asked Questions (FAQs)

- **How will I know what my health care benefits will look like and what it will cost me?**

***Effective July 1, 2017**, Concordia will offer a more flexible menu of choices for health and dental health insurance. With the options and flexibility, however, Concordia will no longer pay 100% of all benefits for employees. Information will be shared at the open enrollment information meetings, which are scheduled to occur on April 28th in Boise, on May 1st for national-based employees, and on May 3rd in Portland.*

- **When is open enrollment?**

Open enrollment will begin on the following dates. HR Representatives will be available in person to review at our respective campuses.

- Boise: April 28th
- Nationally-based employees: May 1st
- Portland: May 3rd