

Position Eliminations and Displacements: Guidelines and Resources

UAB The University of
Alabama at Birmingham.

Human Resources

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Guidelines for Evaluating Positions for Reduced FTE or Elimination

The University routinely reviews its business operations and structures to ensure our ability to meet our missions, improve operational efficiency and to respond to changes in funding or priorities. Unfortunately, sometimes these changes result in the need to reduce FTEs or eliminate positions. Organizational changes of this nature should be based on criteria related to the position, not the employee. However, because of the impact on the individual person, management should only take these actions after careful review of all other options, with appropriate Human Resources consultation, and approval of UAB Senior Leadership.

All decisions related to reducing FTEs or eliminating positions should involve considerable advance planning, discussion with Human Resources and include the following elements:

- Careful analysis of each job function to determine which position(s) should be reduced.
- Identification of the jobs and functions that will need to be performed after the reduction.
- Evaluation of qualifications and abilities of current employees to perform the remaining jobs.

The appropriate department representative planning to reduce a department's or program's workforce shall develop a clear statement of the rationale for eliminating or reducing programs and/or services. The statement must address the ultimate benefits to be achieved, such as reallocation of resources, affecting budgetary reduction or enhanced productivity. Except in rare circumstances, positions chosen for elimination may not be refilled for a minimum of one year.

In evaluating employees to determine which individuals are best suited to perform the remaining jobs or duties, the unit supervisor may consider the following qualifications of current employees:

- Effectiveness on the job, including past documented performance, records of achievement, and history of documented corrective actions.
- Specialized training and skills necessary for a particular function, such as proficiency in the use of equipment, licenses or special certification.
- Amount of relevant work experience.
- Length of service with the department and/or University.

UAB understands that notification of an impending job displacement or an involuntary reduction in hours can be difficult for employees. Therefore, when such notification is made, UAB remains committed to helping the individual make the transition as successful as possible. All work schedule changes should be communicated as soon as possible, and a written summary of expectations should be provided. All displaced persons will be treated with respect and dignity, and every effort will be made to ensure affected individuals have the support of available internal resources.

Position Elimination

Frequently Asked Questions

EMPLOYMENT FAQs

Q: What information will be provided to companies seeking reference information?

UAB will provide only job titles and dates of employment to external employers (those outside of UAB and UAB Medicine).

Q: What information should I give potential employers regarding the reason I am no longer employed?

We cannot tell you what is appropriate in every circumstance. However, it is recommended that you share with potential employers that your position was eliminated.

Q: How do I apply for another position with UAB?

You may apply online at uab.edu/careers.

Q: If I get a new job at UAB, will I retain my original service date?

If you are rehired into a full-time or part-time regular position with UAB within 180 days of your last day on payroll, your original hire date and any unused, unpaid benefit accruals will be reinstated. If you are re-hired, into a full-time or part-time regular position within 180 days, you must contact Human Resources Talent Performance & Relations within 30 days of being re-hired to request your credited service date be reinstated. See [HR Policy 413: Reinstatement of Service Date](#).

Q: Is there specific language required to include if the employee is on a H-1B visa?

Yes, the following language must be included in UAB's standard separation/termination or position elimination letter. The language should NOT be included in a separate, stand-alone letter, as this language is a regulatory requirement for any employer who ends the H-1B employment relationship with a worker before the expiration of their current H-1B expiration date.

UAB will notify U.S. Citizenship and Immigration Services of the termination/separation/position elimination [CHOOSE ONE] as required by applicable regulations.

As required by federal immigration regulations at 8 CFR § 214.2(h)(4)(iii)(E), we will reimburse you for the reasonable cost of a return flight to your home country. Please email me at [administrator's email address] by [DAY], [DATE] at [TIME] to accept this offer; otherwise it will become void. Reimbursement is subject to prior approval of transportation arrangements by UAB and will follow UAB's normal procedures for reimbursement.

SEVERANCE PAY & BENEFITS FAQs

Q: How was my severance pay determined?

Your severance was determined based on the [Severance Pay and Benefits Policy for Nonfaculty Employees](#).

Q: What will happen to my accrued benefit time?

Unused vacation time will be paid after your last day on payroll, not to exceed the maximum accruals allowed under the policy. You will not be compensated for any unused personal holiday time. Sick time will not be paid, but for some employees, it may be eligible for conversion for additional service credit with Teachers Retirement System of Alabama.

Q: Will I retain access to UAB Employee Assistance & Counseling Center (EACC) services?

Yes, for a maximum of six months.

UAB EACC CONTACT INFORMATION

ADDRESS	EMAIL	WEBSITE	PHONE
21 Office Plaza South at Magnolia Office Park 2112 11th Avenue South, Suite 330	uabeacc@uab.edu	uab.edu/eacc	205-975-7367

Q: Will I be able to continue my insurance coverage?

You may continue your insurance coverage at your current rate as long as you remain on payroll. You may also extend your current health, dental and vision coverage for an additional 18 months beyond your last day on payroll through COBRA, provided you make application within 60 days from the date your current coverage ends. If you have questions, please contact the Benefits Office.

UAB BENEFITS CONTACT INFORMATION

ADDRESS	EMAIL	WEBSITE	PHONE
Administration Building, Room 264 701 20th Street South	benefits@uab.edu	uab.edu/benefits	205-975-7367

Q: If I am a Teachers' Retirement System (TRS) participant, what will happen to my TRS account?

If you are participating in the Teachers' Retirement System of Alabama and if you are vested (at least 10 years of service with TRS), you may leave your TRS contributions in place, as you would be eligible for a retirement income at age 60 or at any age with 25 years of service for Tier 1 members or at age 62 for Tier 2 members. If you are not vested, you may leave your account in place for a maximum of five years. If you are not actively seeking employment with a TRS agency, you may withdraw your contributions (subject to federal tax withholding and if less than 59 ½ an additional tax penalty) or roll your account directly into an IRA, annuity, or other qualified retirement plan. Depending on your personal situation, you may want to seek advice from a financial counselor to provide you with guidance on your retirement accounts. For rollover or withdrawal forms:

TRS CONTACT INFORMATION

ADDRESS	WEBSITE	PHONE
201 South Union Street Montgomery, AL 36104	rsa-al.gov	877-517-0020

Q: What will happen to my retirement savings accounts with TIAA?

We encourage you to discuss your options with a representative with your retirement plan. In many cases, you may leave your contributions in place indefinitely. You may start taking distributions at age 59 ½ but you must take minimum distributions at age 73. Depending on your personal situation, you may want to seek advice from a financial counselor who can provide you with guidance on your retirement accounts. Your packet contains contact information for your retirement plan vendor(s).

Q: What happens with my Flexible Spending Account?

If you have incurred expenses in the current year and prior to your last day on payroll, you may submit a form for reimbursement by the annual March 31 deadline. Expenses incurred after your last day on payroll are not eligible for reimbursement.

Q: What happens with my Dependent Care Spending Account?

You can incur Dependent Care expenses until the end of the plan year of the termination. You may submit a form for reimbursement by March 31 in the next plan year. You may be reimbursed for claims up to the year-to-date deposit amount at time of the termination.

Q: What will happen with my membership at the Campus Recreation Center?

You may contact Campus Recreation for information regarding your membership.

UNIVERSITY RECREATION CONTACT INFORMATION

1501 University Boulevard	uab.edu/urec	205-934-8224

Q: What will happen if I am currently receiving Educational Assistance?

Employees, their spouses, and/or dependents, who are using educational assistance, will be able to continue to receive educational assistance through the end of the current semester if the employee was on payroll at the beginning of the semester (and already receiving the benefit).

Q: What are the advantages of remaining on payroll for the period of severance?

There are a number of advantages to staying on payroll; in each case the decision should be made based on the employee’s personal circumstances. Some advantages include:

- A displaced employee is eligible to continue participation in group benefit plans as previously elected. Participation will be at the same level, premium rate, or amount as for active employees.
- The 180 days to get your service date reinstated does not begin until the employee’s last day on payroll.
- You may continue to submit eligible expenses under your flexible spending accounts.

Q: What are the disadvantages of remaining on payroll for the period of severance?

As with advantages, in each case the decision should be made based on the employee’s personal circumstances. Some of the disadvantages of staying on payroll include:

- The severance pay will cease and the additional distributions will be forfeited permanently on the date the individual secures a new assignment within UAB, any entity within UAB Medicine and any other employer participating in the Teachers’ Retirement System, if applicable.
- State income taxes will be deducted from your pay.

Q: What are the advantages of taking a lump sum option?

Again, in each case the decision should be made based on the employee’s personal circumstances. Some of the advantages include:

- Severance pay distributed as a one-time payment of the full severance pay amount is not subject to state and city income tax (up to a maximum of \$50,000).
- Employees are guaranteed to get the entire severance amount regardless of whether he/ she gets another job.

Q: What are the disadvantages of taking a lump sum option?

Again, in each case the decision should be made based on the employee’s personal circumstances. Some of the disadvantages include:

- Your employment ends immediately.
- Your medical/ dental/vision insurance ends unless coverage is extended through COBRA.
- The 180 days to be rehired and have your original hire date reinstated starts immediately.

Q: Once I make the severance payment election can I change it?

No, once you make the election to remain on payroll or take a lump sum, either verbally or in writing, it will be considered final and cannot be changed.

Q: Will I still have access to UAB Learning & Development classes?

You will have access to the Campus Learning System for 30 days after your last day on payroll. Availability to LinkedIn Learning will cease upon your last day of employment.

UAB LEARNING & DEVELOPMENT CONTACT INFORMATION

Medical Towers, Room 421 1717 11th Avenue South	learndev@uab.edu	uab.edu/learndev	205-934-3359

Q: Will I be able to keep the UAB property I have in my possession?

No. All UAB equipment including computers/laptops, cell phones, keys, badges, etc. must be turned in or on your last day worked.

Q: What about my parking?

You will need to contact Transportation Services regarding deactivating your parking prior to or on your last day worked.

UAB TRANSPORTATION SERVICES CONTACT INFORMATION

Chevron Building, Suite 100 608 8th Street South	transportation@uab.edu	uab.edu/transportation	205-934-3513

Q: Will I be eligible for unemployment compensation?

Yes. Employees who are displaced due to no fault of their own are eligible for unemployment compensation. Information regarding eligibility and how to file a claim may be accessed in the [Unemployment Compensation Availability](#) section of this document.

Availability of Unemployment Compensation

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of state UI eligibility laws. You may file a UI claim in the first week that employment stops or work hours are reduced.

For general information:

For general information about filing a claim, call 866-361-4524 or visit labor.alabama.gov.

To file a UI claim by phone:

Dial 866-2-FILE-UC (866-234-5382). If you do not have access to a telephone, you may use a designated telephone at a local Alabama Career Center. You will be asked a series of questions that will require you to answer by pressing numbers on your telephone keypad. You may then be transferred to a claims specialist and/or given additional information to complete your claim.

To file a UI claim online:

Visit labor.alabama.gov. Click on "Unemployment," then "File Claim," then "Establish a New or Reopen a UC Claim" and follow the prompts.

For questions about your UI claim:

If you have questions about the status of your UI claim, you can call the Alabama Department of Labor Call Center Inquiry Line at 800-361-4524.

WHAT YOU NEED TO FILE A CLAIM

You will need to provide the Alabama Department of Labor with the following information in order for the state to process your claim:

- Your full legal name;
- Your Social Security Number;
- Your authorization to work (if you are not a US citizen or resident).

You should also have the following information available when you file your claim:

- A list of names, complete addresses, telephone numbers, and the beginning and the end dates of employment for your last two employers;
- Information and related documents for any federal civilian employment, military service, or work performed in another state in the past 18 months;
- Your bank routing number and checking or savings account number, if you choose to have your unemployment payment deposited directly into your bank account.

Tips for the Position Elimination Meeting

THINGS TO KEEP IN MIND

- This is a traumatic event for the individual.
- Approach with kindness and compassion.
- Be prepared to repeat information multiple times.



DELIVERING THE NOTIFICATION

- Communicate clearly, concisely, and firmly.
- Do not read the position elimination letter aloud.
- Make and maintain eye contact.
- Answer questions thoughtfully and patiently.
- Do not rush the employee due to your own discomfort.

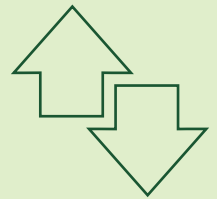


ANTICIPATING REACTIONS

People respond differently, so be prepared for the unexpected.

You may see:

- Shock or denial
- Relief from uncertainty
- Confusion or difficulty processing
- Silence, tears, or emotional breakdowns
- Anger, hostility, or in rare cases, violence



WHAT TO DO

- Arrange the room so the exit is easily accessible for both of you.
- Allow space for emotional expression.
- Avoid taking things personally; do not argue.
- If they attempt to leave, encourage dialogue, but never block or restrain.
- If the employee is seated, do not stand over them.
- Sit quietly if needed — be present and offer comfort through presence.



SUPPORTIVE PHRASES

Do say...

- "I'm so sorry."
- "This is very upsetting news."
- "I know this really hurts."
- "I appreciate everything you've contributed."

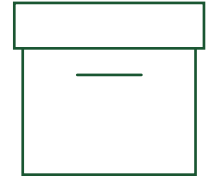
Avoid saying...

- "I know how you feel."
- "It could be worse."
- "You'll be okay."
- "This is hard for me."



BEFORE THEY LEAVE

- Encourage them to contact their department Human resources Representative with any questions.
- Offer to arrange a time to retrieve any personal belongings.
- Share that the UAB EACC is available free of charge for six months (205-934-2281).



IF THINGS ESCALATE

- Stay calm and speak firmly if they become hysterical. Say: "I want to help, but we need to talk calmly so we can find the best path forward."
- If that doesn't work, suggest a break.
- If you feel threatened at any time, contact the UAB Police Department (205-934-4434).



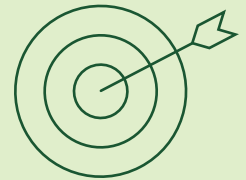
SUPPLIES TO HAVE READY

- Tissues and water.
- Boxes stored discreetly.
- List of any additional resources.



FINAL MISSION

- Deliver the message with dignity, respect, and care, so the employee leaves feeling seen and valued, even in difficult circumstances.



Scripts for Leaders

POSITION ELIMINATION MEETING SCRIPT

"As you may be aware, over the past several months, we have been evaluating efficiencies, productivity, and operational processes within the [DEPT/SCHOOL/UNIT].

Following this review, I regret to inform you that due to [REASON], your position has been eliminated. Your last day of employment will be [DATE].

This decision was not made lightly. It followed a thorough assessment of multiple options, all with the understanding that valued team members like yourself would be impacted. We recognize the difficulty of this news and deeply appreciate your hard work, dedication, and commitment to UAB throughout your employment.

I understand this may feel overwhelming, and we want to ensure you have the necessary support and resources during this transition. Please take some time to review the additional information provided, and do not hesitate to reach out to your [DEPT HUMAN RESOURCES REPRESENTATIVE] with any questions."

At this point in the conversation, the individual may have questions or need clarification. Take a few moments to listen attentively and respond as best you can. Once the discussion begins to slow or shift, transition to reviewing the resource materials provided.

SCRIPT FOR INDIVIDUAL MEETING WITH REMAINING STAFF

"Thank you for joining me today. I wanted to discuss the departmental changes that took place earlier. As you may be aware, several positions within our department have been eliminated. This decision was reached only after careful analysis and was necessary to help ensure we continue delivering services as efficiently and effectively as possible.

I understand this news may come as a surprise and may bring about a range of emotions. That's entirely natural. Please know that we are deeply sorry this had to happen and that we are committed to supporting one another as we navigate the weeks ahead together.

Our collective focus now is on moving forward, reassessing workflows, maintaining the high standards of service we provide, and supporting one another. I'll be meeting with others to discuss expectations and outline our plans going forward so that there's clarity and shared purpose.

If you have any questions, now or at any point, please don't hesitate to reach out.

Finally, I want to recognize the contributions of our departing colleagues. They've been integral members of our team, and they've been treated with the respect and dignity they deserve. This moment is difficult, but it's also a chance for us to come together with empathy and resolve."

You should also address if you are or are not expecting any additional position eliminations.

SCRIPT FOR GROUP MEETING WITH REMAINING STAFF

"Thank you all for joining me today. I want to discuss the departmental changes that took place earlier. As many of you now know, several positions within our team have been eliminated. This decision came after a thorough and difficult review of our operations and was made with the intent of maintaining service excellence and efficiency going forward.

I understand this news may feel unexpected and unsettling. It's completely natural to experience a range of emotions. Please know that this has been an incredibly difficult decision for leadership, and I want to acknowledge the impact this has on all of us, professionally and personally.

In the days ahead, our focus will be on moving forward with clarity and collaboration. We'll be reassessing how we work together to deliver on our mission and goals. I'll be speaking with each of you to discuss expectations and provide support as we move ahead.

You're encouraged to ask questions, share concerns, and utilize resources such as the UAB EACC, if needed, and [DEPT HUMAN RESOURCES REPRESENTATIVE] is also available.

Lastly, I want to recognize the meaningful contributions of our colleagues. They've been treated with the dignity and respect they deserve, and their presence will be deeply missed. Let's support one another and continue to show up with integrity and compassion."

You should also address if you are or are not expecting any additional position eliminations.

Employee Separation Checklist

Campus staff should use the [Offboarding Checklist & Exit Survey](#) module. This document may be used for reference.

<input type="text"/>	<input type="text"/>
EMPLOYEE NAME	EMPLOYEE ID
<input type="text"/>	<input type="text"/>
DEPARTMENT	BLAZER ID

Have you completed the following separation tasks...	Yes	No/NA	Initial	Date
Completed the online Employment Experience Survey				
Reviewed the Notice of Availability of Unemployment Compensation				
Contacted the Benefits Office (205-934-3458) regarding Teacher's Retirement, insurance, etc.				
Returned your employee ID badge to your department				
Returned all UAB property (ID badge, keys, computer/IT equipment, phone/pager, and any other UAB property) to your department				
Returned your parking permit to Transportation Services (205-934-3513 or uab.edu/transportation)				
Confirmed that HR Records Administration & Compliance (205-934-4408) has your forwarding address on file				
Communicated and worked with your supervisor/chair to ensure your work assignments are managed properly prior to and upon your departure				
Forwarded any incoming phone messages to the appropriate department representative				
Placed an "Out of Office" response on your UAB email account containing contact information for your department				
Contacted Environmental Health & Safety regarding the handling of controlled materials such as chemicals, lasers, radiation, biohazards				
Contacted the Research Foundation to review research agreements, patents, intellectual property agreements, etc.				
Submitted any requests for benefit time for reporting in Campus Time & Attendance				
Submitted travel expense receipts and/or reports				

My signature below certifies that all separation requirements have been satisfied.

<input type="text"/>	<input type="text"/>
EMPLOYEE SIGNATURE	DATE

The form should be completed here or in the [Offboarding Checklist & Exit Survey](#) module and submitted to the supervisor for the employee's personnel file. Visit go.uab.edu/leavinguab for resources for departing employees.

Departmental Separation Checklist

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

BLAZER ID

Has the Department...	Yes	No/NA	Initial	Date
Advised employee to complete the online Employment Experience Survey				
Advised employee to review Notice of Availability of Unemployment Compensation				
Advised employee to contact the Benefits Office (205-934-3458) regarding retirement, insurance, etc.				
Collected from the employee all UAB property in their possession (ID badge, keys, computer/IT equipment, phone/pager, and any other UAB property)				
Advised the employee to return their parking permit to Transportation Services (205-934-3513 or uab.edu/transportation)				
Advised employee to provide HR Records Administration & Compliance (205-934-4408) with forwarding address				
Advised employee to communicate and work with their supervisor/chair to ensure the work assignments are managed properly prior to their departure				
Advised employee to forward any incoming phones messages to the appropriate department representative				
Advised employee to place an "Out of Office" response on the UAB email account and provide appropriate departmental contact information if necessary				
Advised employee to contact Environmental Health & Safety regarding the handling of controlled materials such as chemicals, lasers, radiation, biohazards				
Advised employee to contact the Research Foundation to review research agreements, patents, intellectual property agreements, etc.				
Collected any requests for benefit time for reporting in Campus Time & Attendance				
Collected any travel expense receipts and/or reports, and canceled any travel scheduled but not yet incurred				
Terminated employee's access rights to all UAB Systems				
Contacted Physical Security to deactivate card key access				
Terminated employee's signature authority				
Submitted an ACT document, including all appropriate documentation				
Verified that all payroll transactions have cleared				

My signature below certifies that all separation requirements have been satisfied.

AUTHORIZED REPRESENTATIVE NAME

AUTHORIZED REPRESENTATIVE SIGNATURE

DATE

Severance Pay Designation Form

Please check the appropriate box below and return this form to your supervisor and forward a copy to Human Resources Talent Relations & Investigations [within/by]:

If this form is not returned by this date, we will assume you have elected to remain on payroll and will be paid accordingly.

- I wish to receive my severance pay in a lump sum.
- I wish to remain on payroll during the duration of the severance period.

PRINT NAME

BLAZER ID

SIGNATURE

DATE

Supervisors: Return a copy of this form to Talent Relations & Investigations.

HRrelations@uab.edu
Administration Building Room 215

Severance Pay Tax Exemption Qualification

The employee mentioned below has elected to receive a one-time lump sum severance payment. In accordance with §§ 40-2A-7(a)(5) and 40-18-19.1, Code of Alabama, 1975, the first \$50,000 of the severance package is exempt from state income tax, city occupational tax and county occupational tax

- Payment qualifies for exemption**
- Payment DOES NOT qualify for exemption**

EMPLOYEE NAME

EMPLOYEE BLAZER ID

UAB HR TR&I REPRESENTATIVE

DATE

HR Talent Relations & Investigations Representative:

Please send this form to **UAB Payroll Services** with the subject line "Severance Pay Tax Exemption Qualification."

UAB Employee Benefits Separation & Termination Guide

WHAT HAPPENS TO YOUR BENEFITS WHEN YOU LEAVE UAB

When your employment at UAB ends, whether through resignation, retirement, or other separation, your benefits will be affected in different ways depending on the benefit type. Some coverage ends on your last day of employment, while others can be continued, converted, or carried with you. This guide walks you through what happens to each benefit and what steps you need to take to protect yourself and your family.

This guide is for general informational purposes only and does not constitute a contract. Please contact UAB Benefits at benefits@uab.edu or 205-934-3458 for information specific to your situation.

MEDICAL, DENTAL & VISION COVERAGE

WHEN COVERAGE ENDS

Your medical, dental, and vision coverage will end at the end of the month in which your employment terminates. For example, if your last day is June 14, your coverage will remain active through June 30.

YOUR CONTINUATION OPTIONS

COBRA Under federal law (COBRA), you and your covered dependents have the right to temporarily continue the same UAB health coverage you had while employed. You will receive a COBRA election notice in the mail within 14 days of your coverage ending.

- You have 60 days from the date of the notice (or the date coverage ends, whichever is later) to elect COBRA coverage.
- If elected, COBRA coverage is retroactive to the day after your UAB coverage ends, so there is no gap.
- You will pay the full premium — both employee and employer portions — plus an administrative fee of up to 2 percent.
- COBRA can last up to 18 months for most qualifying events (36 months for dependents in certain situations).

Your exact COBRA premium will be provided in your official election notice, mailed to your home address within 14 days of coverage ending. Contact UAB Benefits if you need rate information before your notice arrives.

TIP: Marketplace plans through [healthcare.gov](https://www.healthcare.gov) may offer more affordable options depending on your income.

QUICK REFERENCE: WHEN BENEFITS END

BENEFIT	WHEN COVERAGE ENDS / STATUS
Medical / Dental / Vision / Health Care FSA	End of the month in which your employment ends
Dependent Care FSA	You have until the end of the year to spend the contributions you have made
Health Savings Account (HSA)	Stays with you; your account is yours to keep
Group Life Insurance	Ends on your last day of employment; portability & conversion option available
AD&D Insurance	Ends on your last day of employment; portability option may be available
Short-Term Disability	Ends on your last day of employment
Long-Term Disability	Ends on your last day of employment; conversion option may be available
403(b) / 457(b) Retirement Plans	You retain your vested funds; contact TIAA for rollover options
TRS Pension	Vested after 10 years of creditable service; contact UAB Benefits if leaving before vesting
Pet / Identity Protection / Accident / Critical Illness	May be continued directly through the provider; contact the provider for details
Educational Assistance	Ends upon separation; assistance will apply if the add/drop deadline has passed
Employee Assistance Program	EACC benefits are available for 90 days after you leave

FLEXIBLE SPENDING ACCOUNTS (FSA)

HEALTH CARE FSA

If you enrolled in a health care FSA, here is what to know:

- Your health care FSA coverage ends at the end of the month your employment ends.
- Any eligible expenses incurred before your coverage end date can still be submitted for reimbursement until the end of the year.

DEPENDENT CARE FSA

If you enrolled in a dependent care FSA, you can submit claims until year-end to be reimbursed for any contributions you have made.

HEALTH SAVINGS ACCOUNT (HSA)

If you are enrolled in the Viva Choice CDHP and have an HSA, your account belongs to you — it is not forfeited when you leave UAB.

- Your HSA balance rolls over year to year and stays with you even when you change employers, change health plans, or retire.
- You can continue to use HSA funds for qualified medical expenses at any time, tax-free.
- You may no longer make payroll contributions through UAB after your last day, but you can make after-tax contributions directly if you remain enrolled in a qualifying high-deductible health plan.
- Contact Inspira Financial to transfer or manage your account after leaving UAB.

RETIREMENT PLANS

TEACHERS' RETIREMENT SYSTEM OF ALABAMA (TRS)

The TRS is a defined benefit pension plan. Your choices upon leaving depend on whether you are vested.

STATUS	OPTIONS
Vested (10+ years of creditable service)	You are entitled to a future retirement benefit. Contact the Retirement Systems of Alabama (RSA) to understand your benefit options and when you can begin receiving payments.
Not Yet Vested (under 10 years)	You may apply for a refund of your accumulated employee contributions. Contact UAB Benefits to initiate this process. Note: Requesting a refund forfeits any future benefit rights under TRS.
Tier 1 (hired before Jan. 1, 2013)	Eligible for retirement income at age 60 with 10+ years, or at any age with 25+ years of TRS service.
Tier 2 (hired on or after Jan. 1, 2013)	Eligible for retirement income at age 62 with 10+ years of TRS service.

If you terminate your service before qualifying for retirement benefits, contact UAB Benefits for counseling.

403(B) AND 457(B) VOLUNTARY RETIREMENT PLANS (TIAA)

Your voluntary contributions and vested employer match (if any) in the 403(b) and 457(b) plans belong to you. Vesting in the 403(b) plan is immediate for UAB Employees; vesting for Hospital Management/LLC Employees is three years.

- You can leave your funds with TIAA and continue to benefit from tax-deferred growth.
- You may roll your balance over to another qualified retirement plan or IRA.
- You may be able to take a distribution, though taxes and penalties may apply depending on your age and the type of distribution.
- Contact TIAA at 800-842-2252 or tiaa.org/uasystem to review your options.

LIFE INSURANCE & DISABILITY BENEFITS

SPONSORED (EMPLOYER-PAID) LIFE INSURANCE & AD&D

UAB-sponsored group term life insurance and AD&D; coverage end on your last day of employment. These plans are portable. You may have the option to convert your group life insurance to an individual policy.

- Conversion Option: You may convert your group life insurance to an individual policy through The Standard without providing evidence of insurability (proof of good health).
- You typically have 45 days from your coverage end date to elect conversion.
- Contact The Standard directly to request a conversion application.

VOLUNTARY LIFE INSURANCE

If you purchased voluntary life insurance through The Standard, you may have portability or conversion options available. Contact The Standard within 45 days of your last day to explore your options.

SHORT-TERM & LONG-TERM DISABILITY

Both sponsored LTD and voluntary short-term disability coverage through The Standard end on your last day of employment. If you have an active disability claim at termination, contact The Standard immediately. LTD is eligible for conversion except if you are retiring. Contact The Standard within 31 days from your last day worked to elect conversion.

SUPPLEMENTAL & VOLUNTARY PLANS

Several voluntary benefit plans may be continued directly with the provider after you leave UAB. Contact each provider promptly after your separation.

PLAN	HOW TO CONTINUE
Aflac Accident Insurance	Contact Aflac directly to convert your group coverage to an individual policy. Act quickly — there are deadlines.
Aflac Critical Illness Insurance	Contact Aflac directly to explore conversion or portability options.
Allstate Identity Theft Protection	Contact Allstate Identity Protection to continue coverage independently.
Pet Benefit Solutions	Contact Pet Benefit Solutions to continue your pet discount and prescription savings plan independently.

EDUCATIONAL ASSISTANCE

Your educational assistance benefit ends upon employment separation. If you are currently enrolled in courses at UAB:

- Tuition benefits are paid if you leave after the drop/add date.
- Dependent children of retirees may retain a 50 percent tuition benefit if the employee retired in an eligible employment category. Check eligibility with UAB Benefits.

PAID TIME OFF (VACATION & SICK LEAVE)

VACATION

Upon separation, UAB will pay out your accrued unused vacation, up to the maximum of 22 days (176 hours). Excess accruals are not paid out. Personal holidays are not paid out at termination — unused personal holidays are forfeited.

SICK LEAVE

Accrued sick leave is not paid out upon separation. Contact UAB Benefits to see if sick leave can be used for TRS service credit.

YOUR SEPARATION CHECKLIST

To protect your benefits and avoid lapses in coverage, take these steps before and after your last day:

1. Notify UAB HR of your last day of employment as early as possible.
2. Confirm your home mailing address is up to date in Oracle — COBRA and other notices will be mailed to this address.
3. Submit any outstanding FSA claims before the claims submission deadline.
4. Decide whether to elect COBRA or enroll in an alternative health plan (Marketplace, new employer, etc.) within 60 days of losing coverage.
5. Contact The Standard within 45 days if you wish to convert or port your life insurance.
6. Contact TIAA to review your 403(b) / 457(b) balances and distribution options.
7. Contact the Teachers' Retirement Systems of Alabama (TRS) regarding your benefit or refund.
8. Contact any voluntary plan providers (Aflac, Allstate, Pet Benefit Solutions) to continue those benefits independently.

KEY CONTACTS


ORGANIZATION / SERVICE	CONTACT INFORMATION
UAB Benefits Office	benefits@uab.edu, 205-934-3458
Blue Cross Blue Shield of Alabama	bcbsal.org, 800-292-8868
Viva Health	vivahealth.com, 205-558-7474, 800-294-7780
Vision Service Plan (VSP)	vsp.com, 800-877-7195
Teachers' Retirement Systems of Alabama	rsa-al.gov, 877-517-0020
TIAA (403(b)/457(b))	tiaa.org/uasystem, 800-842-2252
Inspira Financial (COBRA, FSA & HSA)	inspirafinancial.com, 844-729-3539
Employee Assistance & Counseling Center	uabeacc@uab.edu, 205-934-2281 877-872-2327
The Standard (Life, AD&D, Disability)	standard.com, 855-757-4714
Aflac (Accident and Critical Illness)	aflac.com, 800-992-3522
Allstate Identity Protection	allstateidentityprotection.com
Pet Benefit Solutions	petbenefitsolutions.com

Central HR Contacts

EMPLOYEE ASSISTANCE & COUNSELING CENTER

The UAB Employee Assistance & Counseling Center (EACC) offers free, confidential support services including 12 counseling sessions for UAB employees and members of their immediate household including resources related to coping with job loss. Counseling sessions with the EACC are available for up to six months post separation. Complete [new client paperwork](#).

@ uabeacc@uab.edu


 205-934-2281

 uab.edu/eacc

TALENT ACQUISITION

Talent Acquisition provides a number of resources for employees to help you on your professional path. The Talent Acquisition team is available to assist you with your employment search.

@ uabjobs@uab.edu


 205-934-4030


 uab.edu/humanresources/home/recruitmentservices

BENEFITS

The Benefits team is available to discuss options regarding benefit continuation for health insurance including COBRA, voluntary retirement, TRS, etc.

@ benefits@uab.edu


 205-934-3458


 uab.edu/benefits

OMBUDSPERSON

The Ombudsperson provides confidential, neutral, impartial and independent conflict resolution assistance to UAB faculty, staff, mentored graduate students, and postdoctoral fellows (visitors) for university-related conflicts between two or more parties.

@ mhorvath@uab.edu


 205-934-7230


 uab.edu/ombuds

TALENT RELATIONS & INVESTIGATIONS

Talent Relations & Investigations believes that prevention and fair resolution of problems are critical elements of a productive, harmonious work environment. To achieve this, they provide management and employees with counseling, advice, policy interpretation and collaborative solutions to create and maintain the best workplace for UAB faculty and staff.

@ hrelations@uab.edu

 205-934-4458

 uab.edu/humanresources/home/relations
go.uab.edu/HR-Consultants