

# University Staff Layoff Resource Guide

## Unemployment Compensation

You may register your claim by calling this Madison telephone number 608-232-0678 or you can call toll free number 1-800-822-5246. Follow the prompts. You may also register on-line at [www.dwd.state.wi.us/uiben](http://www.dwd.state.wi.us/uiben). Select **Unemployment Insurance**. Then select **How to Apply for Unemployment Benefits**. To apply you will need your social security number and driver's license number (if applicable to you). You will be asked to provide a list of your employers for the last 18 months, along with the beginning and end dates with each employer. The on-line site also has a section of frequently asked questions.

## Coping with Receiving Notification of Layoff

Being laid off may be a traumatic event – for you and your family.

If you would like some confidential assistance in managing the personal or professional impact of this change, please know that our Employee Assistance Office is available to you for this purpose. It is located in The Lowell Center, Room 526, 610 Langdon Street. You may use work time to meet with an Employee Assistance consultant and there is no charge for this service. To arrange an appointment, call 263-2987.

If you would like clarification regarding the layoff procedures or to discuss options related to your pending layoff, please know that our Ombuds Office is available to you for this purpose. The Ombuds office is located at the Lowell Center, Room 223, 610 Langdon Street. You may use work time to meet with the Ombuds Office and there is no charge for this service. To arrange an appointment, call (608) 265-9992.

## Health Insurance

In addition to the information you obtain from the Office of Human Resources – Benefit Services as explained in your layoff letter, you might find the following sites helpful.

The Wisconsin Department of Health Services provides information to people who have lost their group health insurance. <http://dhs.wisconsin.gov/guide/pay/losing.htm>

Badger Care is a program that provides health insurance for individuals that are uninsured in Wisconsin. <http://www.badgercareplus.org/>

## Financial Planning

Consider contacting your lender(s) to see if they will negotiate with you a reduced payment if you are unable to find work before your layoff date. Lenders may be more open to this if you contact them before bills start to pile up. Your bank or mortgage company may agree temporarily to reduce your mortgage payments, and most utility companies have budget programs.

## Job Hunting

Find UW Madison Jobs: <http://www.ohr.wisc.edu/employment/>

Job Center of Wisconsin can be a helpful resource: <https://jobcenterofwisconsin.com/>

Find job openings for the State of WI: <http://wisc.jobs/public/index.asp>

Dane County Job Center Website: This site offers career search information: <http://www.danejobs.com/>

Division of Continuing Studies at UW-Madison offers a Job Search Group, you can find out more information at their website <http://continuingstudies.wisc.edu/advising/job-search-group.htm>, or by calling 263-6960.

UW School of Business offers tips on resumes, cover letter writing, interviewing tips, and other career search information. Be sure to scroll about halfway down the screen for the resources and information: <http://bus.wisc.edu/bba/mybiz/careers-internships/find-a-job-internship#/page/9>.

### **What About a Career Switch?**

Depending on your current line of work, you might land another job faster by shifting into a new career. UW-Madison's Adult Career and Special Student Services is located in the Division of Continuing studies. They provide individual educational and career counseling at no charge. These services are available to anyone, regardless of your education background. They also provide career workshops and assessment inventories for a nominal fee. [You can contact them by phone at 263-6960 or visit their website http://continuingstudies.wisc.edu/advising/planning.htm.](http://continuingstudies.wisc.edu/advising/planning.htm)

### **Considering Early Retirement?**

To determine your eligibility and discuss staff benefits upon retirement, please contact UW-Madison Benefits Services by calling 265-2257. You can also visit their website <http://www.ohr.wisc.edu/benefits/>.

### **Benefits for Veterans**

If you are a veteran, go to the Wisconsin Department of Veterans Affairs web site for information about employment assistance <http://dva.state.wi.us/Pages/educationEmployment/Employment.aspx> and other benefits like job retraining grants, subsistence aid grants, personal loans and educational benefits <http://dva.state.wi.us/benefits.asp>. Information about Veterans employment services from the Department of Workforce Development can be found at <http://dwd.wisconsin.gov/veterans/>.

### **Starting a Small Business**

The Department of Commerce has a wealth of information and resources on starting a business in Wisconsin, including regulatory requirements, financing alternatives, and assistance programs. <http://www.commerce.state.wi.us/BD/BD-EntrepreneursStartups.html>.

The Wisconsin School of Business at UW-Madison also has a Small Business Development Center, you can find more information about this center at: <http://bus.wisc.edu/cped/sbdc>.

### **Additional Resources**

#### **List of State agencies**

<http://www.wisconsin.gov/Pages/allagencies.aspx>

**Federal Occupational Outlook Handbook** is a resource provided by the Bureau of Labor Statistics of the U.S. Department of Labor for measuring labor market activity, working conditions, and price changes in the economy. Its mission is to collect, analyze, and disseminate essential economic information to support public and private decision-making. As an independent statistical agency, BLS serves its diverse user communities by providing products and services that are objective, timely, accurate, and relevant. For more information visit their website <http://www.bls.gov/bls/infohome.htm>.

#### **If you need assistance with housing, utilities, food, financial counseling and more...**

**2-1-1** is a 24 hour statewide number that is available to confidentially provide information and referrals to available services within the state of Wisconsin. This number can be called from all landline telephones and most cellular telephones. [If **2-1-1** does not work on your telephone, please dial 800-924-5514.] If you prefer to view their website, their website address is <http://www.211now.org>.