

Frequently Asked Questions Related to the Temporary Layoff

Please Note: due to the nature of this health crisis, our governments are working to provide additional financial relief to those persons who cannot work due to illness, business reductions or governmental orders. Whatever is detailed in this FAQ may be superseded or modified by such developments. As you may benefit from new benefits and programs being offered by our governments, please follow such developments from the safety of your homes.

My letter refers to a temporary layoff. What is the difference between layoff and other types of separation from active employment?

A temporary layoff is not a termination for cause; in other words it is not intended to be a permanent separation and it is not occurring because of a performance or disciplinary infraction. Layoff actions are typically caused by:

- Lack of funds
- Lack of work
- Other organizational needs.

In this case, the layoff was caused by a lack of work and decreased revenue resulting from the suspension of certain business operations and activities necessitated by the Coronavirus threat and Governor Murphy's Executive Order issued last Saturday. We are hopeful that the layoff will be temporary and that is why we have set a maximum end date of six months.

How were positions and individuals selected for retention versus layoff?

Management first identified those functions that were critical to the execution of our limited operations during this closedown period and assessed our ability to provide continuity of operations going forward. Once those critical functions were evaluated, management identified employees with the demonstrated skills and experience to fill one or several of these functions. As additional segments of our operations are able to resume functioning, we hope to recall additional laid-off employees to active employment.

How does the recall process work?

As referenced above, as operations are resumed, we will identify laid-off employees with relevant skills and begin to recall employees to active status. As outlined in your notification of layoff letter, you will be placed on a recall list for up to six months. In the event we are able to recall you to active service, you will receive written notice of recall via registered mail. You must

March 26, 2020

respond to the recall notice within seven days of delivery to remain eligible for recall.

What happens to my benefits if I'm laid off?

All benefits (except LTD) will be continued up to the end of the month in which you were actively working at the time of layoff. Metro Y is committed to extending your health, dental, and life benefits for an additional 90 days of the layoff period. If you are covered by Y benefits, you will receive additional information on this extension of coverage in a separate mailing.

Can I apply for Unemployment benefits?

Yes, you may apply for unemployment benefits; please be aware that eligibility for unemployment benefits is a State government decision. Metro YMCA will not contest your eligibility for unemployment solely resulting from the COVID-19 related layoff, but the State ultimately decides if you will receive unemployment benefits and the amount of benefits you will receive.

Is there additional guidance or support available?

Yes, you may access the Employee Assistance Program or EAP. EAP is a service that helps employees deal with challenges in any role: employee, parent, spouse, child, friend, and even consumer. The EAP provides confidential access to professional counseling services for help in confronting such personal problems as marital and family difficulties, alcohol and other substance abuse, financial or legal troubles, job loss and emotional distress. Because the Y pays the cost, the EAP benefit is offered at no cost to employees and their household family members. For more information about the EAP, please contact CONCERN Employee Assistance Plan, a division of Atlantic Behavioral Health Services at **(800) 242 7371**.

If my hours have been reduced, can I apply for Unemployment benefits?

Yes, if your hours have been reduced because of our suspension of operations related to COVID-19, you may apply for unemployment benefits; again, please be aware that eligibility for unemployment benefits is a State decision. Metro YMCA will not contest your eligibility for unemployment solely resulting from the temporary reduction in hours, but the State decides if you will receive unemployment benefits and the amount of benefits you will receive.

How will this temporary layoff impact my retirement benefits?

March 26, 2020

Metro Y will continue to make its share of retirement contributions through your last active payroll period. You will remain in active status for the layoff recall period. Some helpful links to assist you in answering your individual questions and accessing Y Retirement resources are provided below:

Information for Staff Enrolled in the Fund's Savings Plan

- **Loans:** Click [here](#) for information on the rules for taking a loan.
- **Hardship Withdrawals:** Click [here](#) for information on withdrawal options while working for the Y and after leaving the Y.

Please note that the Fund's 403(b) Smart Account is not a traditional savings account, but a retirement savings account, so the timing of accessing the funds in this account will be different from a standard savings account at a financial institution.

Information for Employees Considering Retirement

- **Nearing Retirement:** Click [here](#) for information on the steps Y employees will need to take to prepare for retirement.

Information for Terminated Employees (if the layoff becomes permanent or you resign employment)

Please contact the Fund for additional information at info@ymca.org. You will receive a communication from the Fund outlining options for your account once you have been terminated by the YMCA in the Fund's system. This process could take up to 30 days

March 26, 2020

Will there be resources provided to assist me in applying for unemployment and finding other employment?

We will be adding a new area in the HR section of the Metro Staff Website dedicated to assisting staff with HR matters related to the Coronavirus. There you will find helpful resources and links to support you during this difficult period.

Why am I being laid off when I am on Family and Medical Leave (FMLA)?

Although an employee has a right to return to their job provided the law's requirements for return to work are satisfied, including benefit protections during the FMLA leave, he or she is not totally exempt from a layoff or other type of termination as long as the action is not related to FMLA leave. The regulation states: "An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period."