

## Severance Policy

The University will provide severance benefits as stated in this policy to full-time administrative and staff employees, other than teaching faculty and professional librarians, who are involuntarily separated from employment. Employees who resign or are dismissed are not entitled to severance benefits under this policy. In order to receive any severance benefits, the separated employee must sign a release and separation agreement.

### DEFINITIONS

**Separation:** A separation is the termination of an individual's employment effected by the University due to the elimination of that individual's position or duties, for reasons such as, but not limited to, lack of work, organizational change or a general reduction in force.

**Resignation:** A resignation is the termination of an individual's employment effected by the individual. An employee who intends to resign should provide written notice of his or her intent to resign as far as practical in advance and in accordance with the guidelines outlined in this Handbook.

**Dismissal:** A dismissal is the termination of an individual's employment effected by the University for cause as defined by the University or without cause at the discretion of the University. Cause may be defined as, but is not limited to, unsatisfactory performance or conduct detrimental to the University or its employees.

### BENEFITS

#### 1. Financial Separation Allowance

An employee who is separated from the University will be paid through the last day actually worked and will receive payment for accrued vacation pay in accordance with University policy. In addition, the separated employee will be paid a separation allowance in accordance with the following formula:

<u>Length of Employment</u>	<u>Financial Separation Allowance</u>
4 years or less	4 weeks salary
5 years through 17 years	1 week salary for every year of service
18 years or more	18 weeks salary

Separation allowance will generally be paid on a lump sum basis. The University reserves the right to make payments in biweekly installments to the individual. Payment will be processed upon execution of the release and separation agreement on the next available pay period.

## 2. Group Health Insurance

A separated employee who was a participant in one of the University's group health insurance plans may elect to continue to participate in the plan as if currently employed for a period of time equivalent to the schedule as outlined in #1 above (provided such an arrangement is permitted by the insurance carrier's underwriting regulations) or until subsequent employment, whichever occurs first. The employee portion of insurance premium payments will continue to be deducted from any severance benefits received. Except as provided in this section, all other group insurance benefits will cease on the last day of the month in which employment terminates.

## 3. Tuition Remission

A separated employee and/or his/her eligible dependents who were enrolled as students at the University at the time the employee's employment is separated may continue to receive tuition remission benefits in accordance with University policy for the remainder of the semester in which the separation occurred. Employees and/or his/her eligible dependents who were enrolled as students at the University at the time the employee's employment is terminated by dismissal or resignation will receive a pro-rated share of tuition remission benefits for the remainder of the semester.

This policy does not create a contract of employment or alter the at-will employment relationship between the University and its employees. Nothing contained in this policy shall limit the right of either the University or the employee to terminate the employment relationship at any time, with or without cause. The University reserves the right to revise this policy at any time without notice.