



University of New Haven

Human Resources Policy / Procedure

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Severance Policy & Procedure	Administrative Employees	Provide guidelines on when applicable employees may be eligible for severance considerations.	7/1/2023	Associate Vice President, Human Resources & Organizational Development	2

The University's notice/severance policy relating to notification of termination of Administrative Staff for reasons other than discharge for cause or for unsatisfactory probationary period, where applicable, is outlined below. Grant employees are ineligible for severance. Additionally, employees terminated for cause, unsatisfactory probationary period, or resignation are also not eligible for severance or notice payment. This policy supersedes all prior policies of notice and severance, whether written or verbal and shall be the sole policy.

The payment of severance to Administrative Staff under this policy is expressly contingent on the employee's execution of a valid and binding waiver and release of all claims against the University arising out of and in connection with the individual's employment with the University. Requests for the re-employment of an individual who received severance payments must be made to the Human Resources Department prior to beginning the re-employment process.

I. SENIOR ADMINISTRATIVE EMPLOYEES

University Officers, other than the President, and those senior Administrators who report directly to an Officer shall be provided notice/severance as dictated by the circumstances involved, subject to approval by the President. The notice/severance, however, will not be less than that which is enumerated under section II of this policy.

II. FULL-TIME & *PART-TIME ADMINISTRATIVE EMPLOYEES

Administrative employees at the time of notice of termination, will be given a minimum of two (2) weeks' notice (period of notice) and severance pay based on base compensation at the time of notice of termination as follows:

1. One (1) week severance pay for each completed full-time year of continuous service with the University to a maximum of twenty-four (24) weeks and a minimum of one (1) month. Severance

payments will be made in one lump sum and will be subject to all mandatory withholdings.

2. A lump sum gross payment of \$2,000 for outplacement or retraining services.
3. Vacation entitlement, if any, will be paid up to the last day of work in accordance with the Vacation Policy.
4. Medical benefits (medical, dental and vision, if applicable) will cease on the last day of the month the employee was terminated.
5. 403b savings plan, life insurance coverage, and long-term disability Insurance will cease on the last day the terminating employee worked.
6. If an employee is provided advanced notice of the position elimination and can secure another position prior to the termination of their employment, the severance will be rescinded.
7. If an employees' full-time position is eliminated but the employee has other part-time employment within the University, i.e., adjunct responsibilities, severance will be provided.
8. If a terminated employee received severance under this policy and is re-employed later, a discussion and determination regarding repayment of the severance will be made prior to re-employment. The disposition of this repayment, if applicable, must be completed prior to the employee's rehire date.

Involuntary Termination due to Performance:

If an employee is terminated due to poor performance, and the termination is not determined to be willful misconduct (stealing, inappropriate interaction with colleagues, etc.), the terminated employee may be eligible for a \$2,000 lump sum outplacement service payment. The payment will be made in conjunction with a signed waiver and release and will be paid through the accounts payable department. The individual would receive a 1099 for this payment and would be responsible for paying any applicable and required state and federal taxes at the appropriate time.

The provisions associated with the payment of severance are limited to a position elimination and employees who are terminated for cause, or poor performance, are ineligible for severance.

- III. The President of the University, in consultation with the Officers, reserves the right to modify the terms and conditions, including Board determined and approved exceptional circumstances, of this policy as they deem necessary.

* Part-time administrative employees whose positions have been eliminated may be eligible for severance if they work at least 20 hours per week but less than 35 hours per week.