

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

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TITLE: Position Discontinuation and Severance for Staff and Administration

POLICY NUMBER:

EFFECTIVE DATE:

REVISION DATE:

ACCREDITATION STANDARDS:

POLICY:

While Southeastern University strives continuously to provide a stable and rewarding work environment, conditions require that it have flexibility for responding to changing financial conditions and organizational efficiencies. In doing so, it may be necessary on occasion to reorganize, enlarge, or reduce the personnel complement in some units.

Please note: Nothing contained in this policy is intended to alter the at-will employment relationship between Southeastern University and its staff employees or to create legally enforceable contractual rights. Successful completion of the probationary and review period does not guarantee continued or permanent employment. Either the employee or Southeastern University may end the employment relationship at will, with or without cause or advance notice, at any time during or after the probationary period.

PURPOSE:

This policy was established to identify involuntary separation circumstances and to provide guidelines under which severance might be granted.

SCOPE:

Except as provided herein, this policy applies to all regular full-time non-faculty employees who are separated from Southeastern University involuntarily through no fault of his/her own, for reasons of reorganization or necessary professional staff reduction.

This policy does not apply in the following situations:

- A. To employees who are still in their 90-day probationary period on the date of separation.
- B. To employees classified as temporary, casual, or per diem.
- C. To part-time employees (less than 35 hours per week).
- D. To contract (or term employees) holding agreements with a specific end date.
- E. To employees who occupy positions funded in whole or in part by grants (except as expressly provided for in grant), contracts or any other sources of external funding.
- F. In case of resignation, quit without notice, job abandonment, medical necessity, retirement, and involuntary separation due to unsatisfactory performance or misconduct.
- G. To an employee whose job has changed as the result of personnel reorganization without a decrease in salary/wages and where the employee still meets the qualifications required to perform the job.

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- H. Where an employee has been provided notice by the University that his/her position will be discontinued on a future date and is determined by the University to have engaged in unsatisfactory performance, misconduct or other violation of University policies during the notice period.
- I. To an employee who is offered a new position within Southeastern University without a break in employment and without a decrease in salary/wages.
- J. Where an employee's position is eliminated because (1) the employee's functional responsibilities will be transferred to, assumed by or provided through another organization and (2) the employee is offered a substantially equivalent position (without a break in employment and without a decrease in salary/wages) by that organization.

PROCEDURES:

In preparing to execute a reorganization and/or professional staff reduction plan, the supervisor of an affected employee should consult with the Human Resources Department to receive assistance with the EEO matters and severance determination and processing. Human Resources will also assist with communications with the person(s) to be separated.

The supervisor and a representative from Human Resources will communicate privately and in person with the employee who is to be separated, providing a rationale for the reduction in positions to the extent practical, and describe the procedure for separation. Normally, the employee ends active employment on the day of notice. However, by mutual consent, the supervisor and employee may decide that active employment will continue through a certain date or contingency, in which case the employee's severance, if applicable, is paid at the end of active employment.

A letter confirming the separation and the severance arrangements will be prepared by the Office of the President.

A Human Resources representative will consult with the separated employee on opportunities to continue benefits (through COBRA) and other programs offered by Southeastern University.

Human Resources will also provide assistance in reviewing other employment opportunities within Southeastern University.

Determining Severance Pay for Position Discontinuation

The University will provide a severance payment according to length of service as a regular full-time employee. (Length of service is adjusted hire date as recorded in Human Resource Information System.)

The employee receiving severance pay of two months or longer will be given two business days to negotiate the terms of pay-out, with the university making the final decision. Due to taxation issues, consideration will be given to the employee's request.

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Length of Service	Severance
End of Introductory Period to 1 year	2 weeks salary/wages (non-exempt) 1 month salary/wages (exempt)
1 year, but less than 2	1 month salary/wages
2 years, but less than 5	2 months salary/wages
5 years, but less than 10	3 months salary/wages
10 years+	5 months salary/wages

In order for the employee to receive a severance payment under this policy, the employee must continue, throughout the period of notice, to demonstrate satisfactory performance, conduct and adherence to university policies, including the attendance policy.

Inquiries regarding this policy can be directed to the Human Resources Department.

APPROVAL:

DISTRIBUTION:

AUTHOR: Severance Policy Committee