

## 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.

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## 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