



PA State System of Higher Education Board of Governors

Effective: July 1, 2011

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POLICY 2011-02: Nonrepresented Employee Severance Program

See Also: Procedure and Standards for University Operations for Nonrepresented Staff Reduction in Force and Severance Plan

Adopted: October 6, 2011

A. Purpose

Each University and the Office of the Chancellor is responsible for workforce planning as part of its strategic planning process. Through this process it may become necessary to facilitate a reduction in force. This policy defines severance eligibility for nonrepresented employees.

B. Definitions

Furlough - the termination of an employee's employment either for a specified period of time or permanently as part of a reduction in workforce effort. For the purpose of this Severance Plan, the term furlough only includes employees who have completely separated their employment at the University or Office of the Chancellor. Employees whose work schedules are reduced, resulting in a reduction in their full-time equivalent (FTE), shall not be deemed eligible for the Severance Plan.

Job abolishment - the elimination of a position at the University or the Office of the Chancellor with no intent to fill the position in the future (typically for a minimum of two years).

Severance - lump sum payment made to a nonrepresented furloughed employee whose position is abolished.

C. Procedures

- I. Through workforce planning processes, Universities or the Office of the Chancellor may identify the positions to be abolished that will result in furloughs of nonrepresented employees.

- II. The Chancellor will establish and maintain a Severance Plan for nonrepresented employees based upon years of service. Participants will be required to sign a release and settlement agreement prepared by the PASSHE Office of Legal Counsel.

D. Effective Date

July 1, 2011