

Staff Severance, 2.40 Policy Revision

Summary of Changes

Policy Effective January 3, 2021

Current [Staff Severance](#).

Summary of Substantive Changes

- Changed the method of payment from payments over time to a lump sum payment.

Individual Substantive Changes

Policy (Page 1)

- Policy statement deletes working notice language to align the language with the lump sum method of payment. (Policy, p. 1).

Definitions (Pages 1)

- Adds new definitions: severance pay and unit (Definitions, p. 1).
- Deleted definitions: Health Systems, severance period, severance pay period and working notice period. The same policy will apply to university, Health Systems and Wexner Medical Center employees.
- Streamlined language in other definitions (Definitions, p. 1).

Policy Details (Pages 1-2)

- Added that in order to be eligible to receive severance pay, the employee must sign a Severance Agreement and Release of Claims. (Policy Details I.C, p. 1)
- Clarified that based on years of continuous service, 26 weeks is the maximum number of weeks of severance pay. Revised the severance pay program chart accordingly. (Policy Details II.A, p. 2)
- Clarified that severance pay will be issued as one lump sum payment. (Policy Details II.B, p. 2).

Procedure (Page 3)

- Added Procedure section regarding staff severance program implementation. (Procedure I, p. 3)

Responsibilities (Pages 3)

- Updates the table to reflect the responsibilities of offices or positions as required by the policy.

(Continued on page 2)

Resources (Pages 3-4)

- Lists all resources referred to in the policy.

Contacts (Pages 4)

- Lists all offices referred to in the policy and their contact information.



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