I. POLICY STATEMENT

Howard University and Howard University Hospital may provide severance pay to non-union, non-faculty administrative and staff employees who work either full-time or part-time and who have been involuntarily separated from employment. In order to receive severance pay, the involuntarily separated employee must sign a General Release and Agreement (“GRA”) which will be provided as a part of the employee’s separation package.

II. RATIONALE

Howard University (HU) and Howard University Hospital (HUH) have implemented this policy to define the components of its severance pay for Non-Union and Non-Faculty Employees and to formalize practices and procedures for the consistent administration of involuntary separation process.

III. ENTITIES AFFECTED BY THIS POLICY

This policy applies to Non-Union and Non-Faculty Employees.

IV. DEFINITIONS

Involuntary Separations are those departures from employment that occur without the consent and/or agreement of the employee including, but not limited to, the following:

1. Loss of position due to institutional restructuring/reorganizations/position eliminations.
2. Loss or lack of funding or reduction in force/layoffs approved by the President.
3. At-Will terminations.
4. Terminations for cause.
5. Early termination of special appointments.
V. POLICY PROCEDURES

Severance Allocation

<table>
<thead>
<tr>
<th>Length of Employment</th>
<th>Financial Separation Accrual</th>
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<tbody>
<tr>
<td>Two (2) years or more</td>
<td>One (1) week of pay for each year of service</td>
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<td>not to exceed twenty-six (26) weeks.</td>
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<tr>
<td>Less than two (2) years</td>
<td>Two (2) weeks of pay</td>
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Implementation Guidelines

1. Unless otherwise determined by the University/Hospital in its sole and unreviewable discretion, employees who are voluntarily separated from employment, i.e. resignation and/or retirement, are not eligible to receive severance pay.

2. Non-faculty employees whose employment with the University/Hospital ends on the pre-determined date of either a grant or contract are not eligible for severance pay. Grant employees whose employment is terminated before the end of their grant appointment date may be eligible for severance pay.

3. A staff member who is terminated from the University/Hospital due to reduction in force/layoff may only receive severance pay one time for a specific period of continuous service. Therefore, if severance was previously provided, the severance continuous service date is restarted upon either rehire or reinstatement.

4. Final pay for union employees is determined by their respective collective bargaining agreements. Therefore, union employees are not eligible for severance pay.

5. Final pay for faculty is governed by their appointment contracts and/or the provisions of the Faculty Handbook. Therefore, faculty members are not eligible for severance pay under this policy.

6. Involuntarily separated employees will be paid through the last day they actually worked and will receive payment for accrued annual leave in accordance with University/Hospital policy.

7. The University/Hospital may grant severance pay in instances that may differ from the general provision outlined in this policy including, but not limited to, both instances where an employee has an employment agreement that contains a controlling severance provision differing from the general guidelines of this policy as well as in instances where the University/Hospital exercises its unilateral and unreviewable right to grant severance pay based on terms determined at the University’s/Hospital’s sole discretion.
8. Severance pay is based exclusively on the separated employee’s base or calculated rate of pay received from the University at the time of separation. Appropriate federal and state taxes will be deducted from all severance payments in accordance with tax guidelines and regulations.

9. In order to receive severance pay, the involuntarily separated employee must sign a GRA within the required time specified therein and submit the original copy to the Office of General Counsel in accordance with the directions provided in the GRA.

**Responsibilities**

I. The terminating manager is responsible for working with Employee Relations (University) and with Employee/Labor Relations (Hospital) to determine the amount of the severance and to ensure that the involuntarily separated employee receives the GRA either during the termination meeting or as a part of the termination package.

II. Once an involuntary separation is approved, the Office of the General Counsel provides the GRA to Employee Relations (University and Employee/Labor Relations (Hospital) for inclusion in the separation package.

III. The involuntarily separated employee is responsible for returning the GRA to the Office of the General Counsel within the required time.

IV. To receive a severance payment, all GRAs must be signed by the Senior Vice President, CFO and Treasurer.

V. The Office of the General Counsel is responsible for both obtaining the signatures of the Senior Vice President, CFO and Treasurer. It is also responsible for notifying Employee Relations (University) and Employee/Labor Relations (Hospital) when the GRA has been fully executed and providing a copy of the fully executed GRA to Employee Relations (University) and Employee/Labor Relations (Hospital) for payment processing.

VI. The Office of the General Counsel maintains the original, signed GRA for each involuntarily separated employee.

VII. Employee Relations (University) or Employee/Labor Relations (Hospital) coordinate the entire process as a part of its involuntary separation procedures for non-union, non-faculty employees and will coordinate with Employment and the Payroll Office for final payment of severance to the involuntarily separated employee.

VIII. The EVP/Chief Talent Management Officer is responsible for oversight of this policy.
VI. INTERIM POLICIES
There are no interim policies

VII. SANCTIONS
Failure to follow this policy or any other approved University/Hospital policy may result in disciplinary action, including termination of employment.

VIII. HYPERLINK
www.howard.edu/policies