



University of Connecticut Health Center

POLICY NUMBER 2001-04

November 16, 2001

**POLICY: SEPARATION POLICY FOR UNCLASSIFIED BOARD OF TRUSTEES
EXEMPT MANAGERS AND CONFIDENTIAL EMPLOYEES**

POLICY STATEMENT:

Managerial and Confidential employees that are separated from the University of Connecticut Health Center due to lay off or whose positions are not continued may be eligible for a separation package. This policy does not include voluntary separation of an employee or an employee that is separated due to disciplinary action.

PROCEDURE/KEY POINTS:

At the discretion of the employer, UCHC will provide either of the following:

- (a) written notice based on years of credited service at the Health Center as shown below;
- OR
- (b) lump sum payment of salary in lieu of notice according to years of credited service at the Health Center as shown below.

| | <u>Years of Service</u> | <u>Notice Period or Lump Sum Payment</u> |
|-----------|-------------------------|--|
| Less than | 1 year | --0-- |
| Minimum | 1 year | 2 months |
| Minimum | 2 years | 3 months |
| Minimum | 4 years | 4 months |
| Minimum | 6 years | 5 months |
| Minimum | 8 years | 6 months |

Upon approval of the Executive Vice President, Health Affairs, a separated employee may be granted both written notice and separation payment, up to the maximum allowable limit, based on years of service.

Health Insurance:

UCHC will provide health insurance for six months upon separation unless separated employee secures employment that includes health insurance as part of the new employment agreement. Upon expiration of employer paid health insurance, separated employee may purchase COBRA insurance for 18 months at the group rate.

Outplacement Counseling:

The Health Center will provide counseling and outplacement-contracted services.

Peter Deckers, M.D. (signed)

2/2/02

Executive Vice President for Health Affairs

Date

BOT Approval – 11/16/01

Replaces: Memorandum dated 11/8/94