

## SEVERANCE PAY PROGRAM OUTLINE

Rev. November 2009

### OVERVIEW

Department Heads, Division Managers, or other similar employees designated at-will are eligible for severance pay when terminated within the scope of employment based upon years of service in the at-will position.

### PURPOSE

The purpose of the Severance Pay Program is to provide equitable compensation to employees who are terminated from at-will positions as Division Manager, Department Head level positions or other employees designated at-will.

### GENERAL PROVISIONS

- a. Employees with less than one (1) year of service in an at-will position are not eligible for severance pay.
- b. Employees with at least one (1) year, but less than three (3) years of service in an at-will position are eligible for ten (10) working days of severance pay.
- c. Employees with at least three (3) years, but less than six (6) years of service in an at-will position are eligible for fifteen (15) working days of severance pay.
- d. Employees with at least six (6) years but less than ten (10) years of service in an at-will position are eligible for twenty (20) working days of severance pay.
- e. Employees with ten (10) years or more of service in an at-will position are eligible for thirty (30) working days of severance pay.
- f. The Municipal Council may approve additional severance pay in excess of guidelines above if recommended by the Mayor.
- g. An at-will employee will not be eligible for severance pay if the employee has been requested by the Mayor to resign under bona fide charges of nonfeasance, misfeasance or malfeasance in office.
- h. Payments for severance pay will be in the form of a lump sum payment.
- i. An at-will employee receiving severance pay will waive any claims against the City relating to termination of employment with the exception of Unemployment & Worker's Compensation laws.

- j. Severance pay does not include any payment which an employee is entitled to for accrued vacation, earned compensation time, overtime or any other benefits accrued and vested to the employee. Accrued and vested vacation, compensatory time, and health benefits, etc. shall be governed by federal, state, local, and city policies and procedures.
- k. Severance payments shall be conditioned upon actual and current budget appropriations as approved by the Council or from salaries saved and not expended.
- l. This severance policy does not and shall not create employment or compensation rights.