Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

Policy

1. Outplacement services may be provided to regular employees who have been continuously employed for two (2) or more years and who are involuntarily terminated for reasons other than termination for cause.

2. Human Resources should be contacted in advance by the department to coordinate the outplacement services and evaluate the eligibility for services.

3. The university will fund the costs associated with the outplacement services, normally up to three (3) months, if coordinated through Human Resources.

4. Outplacement services are determined by the university and may be dependent upon the length of service, circumstances impacting employment or other rationale to be reviewed by the department with the Chief Human Resources Office, or designee.

Procedure

1. The department shall outline eligibility for outplacement services in the official removal or termination letter.

2. Human Resources may provide assistance and details to the department about accessing outplacement services.