POLICY 8.10 – Lay Off or Termination Without Cause

Policy Category: Personnel – Select Administrative Group Employees (SAGE)
Effective Date: September 10, 1999
Revised: (NEW)

POLICY

1.00 If UWO intends to lay off employees in the Select Administrative Group Employees (SAGE), it shall arrange a meeting with the employee and the SAGE representative as soon as is reasonably possible in order to discuss the matter and explore options.

2.00 A Select Administrative Group Employee who is identified for lay off shall be provided with the following written notice of this action:

   Under three (3) years of continuous service - 4 weeks
   After three (3) years of continuous service - 5 weeks
   After four (4) years of continuous service - 6 weeks
   And for each subsequent year of continuous service an additional week of notice of lay off to a maximum of twenty-six (26) weeks.

3.00 A Select Administrative Group Employee who is terminated without cause shall receive severance pay equal to the employee’s regular weekly salary for a non-overtime work week multiplied by 1½ times the number of full or partial years of continuous service. An employee who receives severance pay shall be deemed to be terminated.