

Notice of Separation (without state cause)

Employees – Exempt Employee Code

CWU Policy 305-17

Effective: September 5, 2012

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Applicability:

Content:

Policy

Appendix A - Notice of Separation (without stated cause) Procedure

- (1) All exempt employees shall be subject to separation from university employment upon notice or severance payment in accordance with this section unless other provisions are provided for within an employment contract approved by the president / designee. The exempt employee will be informed of the separation decision in writing.
- (2) Employees Hired Prior to July 31, 2012 - Notice of a decision to separate an exempt employee appointment, shall be given according to the following schedule:
 - A. At least ninety calendar days before the specified separation date during the first year of service in the current position.
 - B. At least one hundred eighty days before the specified separation date during the second through fifth years of service in the current position.
 - C. At least three hundred sixty five days before the specified separation date during the sixth year or subsequent years of service in the current position.
- (3) Employees Hired August 1, 2012 or later – Notice of a decision to separate an exempt employee shall be provided at least ninety calendar days before the specified separation date.
- (4) The university may assign other duties and responsibilities to an employee who has been notified of separation for any or all of the period of notice at the employee's current salary. The university may also schedule the use of all or part of the employee's accrued annual leave during the period of notice, unless the employee is eligible and elects to retire on or before the effective date of separation.

- (5) The university shall have the option to inform the employee that severance pay may be granted instead of performing services during the notice period. This severance pay will be based on the employee's prescribed monthly salary prorated for the number of days of otherwise required notice.
- A. Upon the university's election of this option, leave accruals, employer-paid contributions toward employee insurance and retirement plans, and all other employee benefits shall cease. However, for each calendar month that active employee medical and dental insurance coverage is not provided, the severance pay will also include an amount equivalent to the monthly cost of the employee's continuing, on a self-pay COBRA basis, the current active state medical and dental insurance (including currently covered dependents), minus the amount the employee would have paid had the employee continued active coverage.
 - B. An employee on less than a twelve-month work schedule will not be granted severance pay for the period when he or she would not have been in pay status. However, the employee will receive payment for medical and dental insurance self-coverage for the entire severance pay period.
 - C. All severance pay is subject to federal income tax and FICA withholding and deductions.

History:

EEAGB: 4/7/08; BOT: 6/6/08; BOT: 2/09; BOT: 6/09: Responsibility: CFO/BFA; Authority: President's Office; Reviewed/Endorsed Cabinet/PAC; Review/Effective Date: 9-5-12; Approved by: James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-40-030, June 2025 Attached Procedure CWUR 6-40-030 as Appendix A, June 2025

Appendix A - Notice of Separation (without stated cause) Procedure

(1) Written notice of a decision to separate an exempt employee appointment shall be given.