



**COVID-19 Pandemic
Voluntary Separation Program**

Effective Dates: July 1, 2020 – December 31, 2020
Application Deadline: June 15, 2020

PURPOSE

The purpose of the voluntary separation program is to allow employees to voluntarily separate employment given the uncertainties surrounding COVID-19. This program sets forth the framework under which employees can volunteer to be separated to assist the University in balancing its workforce needs in light of projections across the higher education industry which indicate that the uncertainty caused by this pandemic will continue for some time. It also recognizes that some employees may not yet be ready to return to work and wish to separate from employment.

SCOPE

All full-time, Texas based, staff and administrators are given consideration for participation in this program. Generally, employees occupying essential, critical, or hard-to-fill positions, or with critical knowledge or skills, will not be allowed to participate. Participation in the voluntary separation program is not an entitlement and is subject to the approval and discretion of UIW.

ELIGIBILITY

To be eligible for the voluntary separation program, an employee must have been offered an opportunity to participate and have not submitted notice of resignation prior to the voluntary separation offer. All applicants for the voluntary separation program are subject to review and approval of the department head, area vice president, and Human Resources. If there are more volunteers than needed, and all are equally good matches, UIW will process voluntary separation applicants in order of seniority by department and business need of the department in which the employee is assigned. Volunteering for separation under this policy is strictly a voluntary action on the part of any employee to whom this option is offered.

SEVERANCE PACKAGE

Employees who voluntarily resign as part of the voluntary separation program will be offered severance pay of two weeks of salary for every year of service up to a total of three months' salary. The amount of severance payment is based on length of service and salary at separation as reflected in this chart:

Years of Service	Severance
1	2 weeks
2	4 weeks
3	6 weeks
4	8 weeks
5	10 weeks
6	12 weeks
7 and greater	3 Months of Salary

Employee A	
Annual Salary	\$35,000.00
Weekly Rate of Pay	\$673.08
Years of Service	5
Severance Weeks of Pay	10
Total Severance Package	\$6,730.77

Employee B	
Annual Salary	\$35,000.00
Weekly Rate of Pay	\$673.08
Years of Service	10
Severance Weeks of Pay	20
Total Severance Package	\$8,750.00*

Employee C	
Annual Salary	\$55,000.00
Weekly Rate of Pay	\$1,057.69
Years of Service	5
Severance Weeks of Pay	10
Total Severance Package	\$10,576.92

*maximum severance is 3 months at \$8,750

In addition to the severance, volunteers will receive payment for accrued but unused vacation and are eligible for a continuation of benefits through COBRA.

DOCUMENTATION

Employees who volunteer and are approved for this program will enter into a separation and severance agreement with the University.

TEMPORARY PROGRAM

This temporary program in no way operates to amend or modify any portion of the Employee Handbook and is intended as temporary COVID-19 pandemic program. All other provisions of the Employee Handbook remain in full force and effect.