

## POLICY 8.8 – Lay Off and Termination Without Cause

**Policy Category:** Personnel – Select Administrative Group Employees (SAGE)

**Subject:** Lay Off and Termination Without Cause

**Approving Authority:** Board of Governors

**Responsible Officer:** Associate Vice-President (Human Resources)

**Responsible Office:** Human Resources

**Related Procedures:**

**Related University Policies:**

**Effective Date:** May 4, 2017

**Supersedes:** September 10, 1999 [*Previously MAPP 8.10 – Lay Off or Termination Without Cause*]

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### I. PURPOSE

This policy describes the process to be followed and the entitlements of Select Administrative Group Employees (“SAGE”) who are laid off or whose employment with Western is terminated without cause, whether due to organizational change, changing role expectations for which the staff member is not qualified, or other circumstances in which no cause for termination exists.

### II. POLICY

1.00 If Western intends to layoff or terminate the employment of a SAGE member(s) without cause, it will arrange a meeting with the employee(s) to provide notice of the layoff or termination.

2.00 A SAGE member who is laid off or terminated without cause shall be provided with the following written notice:

Under three (3) years of continuous service – five (5) weeks’ notice

After three (3) years of continuous service – six (6) weeks’ notice

After four (4) years of continuous service – seven (7) weeks’ notice

One (1) additional weeks’ notice of termination for each subsequent year of continuous service to a maximum of thirty (30) weeks’ notice.

At Western’s discretion, Western may provide the SAGE member with payment in lieu of some or all of the notice required to be given under this section.

3.00 Service will be maintained, but not accrue, for the period of any lay off.

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- 4.00 In addition to the notice and/or pay in lieu of notice provided under sections 2.00, a SAGE member whose employment is terminated without cause shall receive severance pay equal to the employee's regular weekly salary for a non-overtime work week multiplied by one and one-half ( $1 \frac{1}{2}$ ) times the number of full or partial years of continuous service.