

Policy #8.21

POLICY TITLE:	SEVERENCE PAY AND BENEFITS	POLICY #8.21	REVIEW DATES	
Topic Area:	HUMAN RESOURCES	<u>ISSUED BY:</u> Chief Executive Officer <u>APPROVED BY:</u> Board of Directors	7/31/25	
Applies to:	LRE EMPLOYEES			
Developed and Maintained by:	LRE CEO, LRE HR Coordinator			
Supersedes:	N/A	Effective Date: April 19, 2018	Revised Date:	

I. PURPOSE

The purpose of this policy is to outline the severance pay benefit of Lakeshore Regional Entity.

II. POLICY

It is the policy of Lakeshore Regional Entity (LRE) to have an established process in the event an employee ceases to be part of its workforce for reasons that are out of the employee's control. The LRE feels it is beneficial for all parties that the employment separation process, including severance pay benefits, is as clear as possible. This policy provides severance benefits under the circumstances described below to eligible LRE employees.

III. APPLICABILITY AND RESPONSIBILITY

All exempt, nonexempt, full-time, and part-time LRE employees who have worked for the LRE for more than 90 consecutive calendar days.

This policy does not apply to the following:

- A. A person who is not treated by the LRE as an employee, as conclusively evidenced by failure to withhold taxes from payment made for services rendered. Such a person is not considered an Employee under this policy even if the person is determined to have been a common law employee of the LRE by a court of law, a governmental agency or by any other body or means.
- B. An individual who has a personal and/or independent services contract with the LRE.

IV. MONITORING AND REVIEW

The LRE shall review at least annually, and as necessary, to maintain an adequate and acceptable standard of compliance and oversight as a Prepaid Inpatient Health Plan.

V. DEFINITIONS

COBRA - Continuation health care coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985.

VI. REFERENCES AND SUPPORTING DOCUMENTS**VII. RELATED POLICIES AND PROCEDURES**

- 8.10 Paid Leave Time
- 8.21A Severance Pay and Benefits Procedure

VIII. CHANGE LOG

Date of Change	Description of Change	Responsible Party