

PROCEDURE TITLE: JOB AND PAY CLASSIFICATION		POLICY # 8.22	REVIEW DATES	
<b>Topic Area:</b> HUMAN RESOURCES  <b>Applies to:</b> LRE Employees   <b>Developed and Maintained by:</b> CEO and Designee		<b>ISSUED BY:</b> Chief Executive Officer  <b>APPROVED BY:</b> Board of Directors		
<b>Supersedes:</b> N/A		<b>Effective Date:</b> April 19, 2018	<b>Revised Date:</b>	

## I. PROCEDURES

### A. Triggering Events

In the event of an involuntary termination due to a reduction in force/downsizing, change in company direction, or job elimination, Lakeshore Regional Entity will provide the severance benefits outlined below for affected employees.

This does not apply to terminations for cause, refusal to be reassigned, or refusal to be relocated.

### B. Payment Amount

Any determined severance payment amount will be made as a one-time, lump sum payment as soon as practicable following termination, but no later than 8 weeks after termination date.

### C. Paid Time Off Payment

LRE Policy 8.10 "Paid Leave Time" sets forth the process on how accrued Paid Time Off is handled.

### D. Insurance Benefits

Health, dental, and vision insurance coverage ends on the last day of the month in which the employee is terminated. Upon termination of coverage, COBRA notification will be forwarded to provide terminated employees with an option to continue coverage under the LRE's group plan, at a cost to the employee.

### E. Employee Assistance Program benefits

Employee Assistance Program benefits will continue for 30 days after termination at no cost to the employee.

### F. Outplacement Support Benefits

The LRE will arrange to provide eligible employees with, and eligible employees may elect to utilize, outplacement services from an outplacement firm selected by the LRE. These services will be designed to assist terminated employees with career counseling, resume-writing and job search assistance. The LRE will pay the full cost of any such outplacement services provided to eligible employees.