

Summary of Proposed Changes to the Unclassified Staff Position Elimination Policy

The proposed revisions fall into two general categories: those modifications designed to make the policy more adaptable and responsive to changing economic realities; and those modifications designed to clarify, modify or expand the severance benefits available to those whose positions are being eliminated.

Modifications Designed to Make the Policy More Adaptable and Responsive

- Change in Notice Period
 - Full-time employees are entitled to at least two (2) months notice of position elimination. (new)
 - Full-time employees with five (5) or more years of continuous full-time Miami service are entitled to five (5) months notice.

- Change in Timing of Notification

For those employees who have been employed full-time by Miami for five (5) or more continuous years, the notice period is modified to permit a rolling notice period, instead of the current fixed notice period (February 1) which eliminates positions on June 30 (or later if notice is given after February 1). Employees with less than five (5) continuous years of full-time employment are not currently entitled to any advance notice, but their employment may be terminated only on the end date of their annual appointment (typically June 30th.)

The proposed change will permit the University to eliminate a position, during the fiscal year, with either two (2) or five (5) months advance notice, depending on the employees' length of full-time service. These modifications will enable the University to respond more quickly to changing economic realities during a fiscal year.

Changes Designed to Clarify, Modify, or Expand Benefits

- Explanation of reasons for position elimination – The policy now includes an explanation of the reasons for position elimination and includes budget constraints (lack of funds or lack of work), reorganization, reasons of efficiency, or the written approval of the appropriate Vice-President.

- Modifications to Professional Leave
 - Professional Leave will be limited to one month for those employees with five (5) or more years of continuous full-time Miami service. Severance Pay (new) – Employees

with more than five (5) years of continuous full-time service will now receive one week of severance pay for each year of service beyond five (5) years.

Severance pay is without benefits. This will relieve both the employee and the University from the obligation of making retirement contributions. While the University will not provide employee health benefits during the severance period, employees will be eligible for COBRA continuation of health care. Under the American Recovery and Reinvestment Act of 2009, the University currently pays 65% of the COBRA health care premium.

- Outplacement assistance – This change defines and obligates the University to provide outplacement assistance in the form of résumé writing assistance, interview training, and employment counseling.
- Tuition waiver extension – This addition extends the fee waiver benefit for eligible employees for one year beyond the date of the notice of position elimination.
- Challenges – This addition makes it clear that employees who wish to challenge their position elimination may do so by filing a grievance.