

Research St. Joseph's – Hamilton (RSJ-H)		Pages 1 of 2	Number 040-RSJ-H
Policy Title Severance Pool		Date 28 November 2016	
Supersedes 01 January 2015	Cross Reference	Issuing Authority RSJ-H Board of Directors	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

Position responsible for developing and maintaining the policy: RSJ-H Scientific Director

1.0 PURPOSE and GOALS DESCRIPTION

In the event of an involuntary termination due to a reduction in research funding or job elimination, Research St. Joseph's – Hamilton (RSJ-H) provides a severance benefit for the affected qualifying employees. This does not apply to terminations for cause, refusal to be reassigned or refusal to be relocated.

Researchers are responsible for the severance costs of their employees. The Research Institute has established a severance pool to help support researchers in catastrophic situations. The purpose of this policy is to establish the criteria to access the Severance Pool.

2.0 DEFINITIONS

Severance: Severance pay is compensation that is paid to a qualified employee who has had his or her employment "severed". It compensates an employee for losses (such as seniority) that occur when a long-term employee loses his or her job.¹

3.0 POLICY

3.1 Qualifying for Severance Pay

An employee qualifies for severance pay when his or her employment is severed and he or she has worked for St. Joseph's Healthcare Hamilton or Research St. Joseph's – Hamilton (or as adjusted through acquisition) for five or more years.

3.2 Amount of Severance Pay

Severance will be paid as per the Ontario Employment Standards Act.

3.3 Severance Pool Accessibility

There are two separate situations when access to the severance pool will be granted. Access to the severance pool funds is at the discretion of the Scientific Director of the Research Institute.

3.3.1 Employed by Multiple Researchers

In the case where severed staff has worked with multiple researchers over the period of their employment, severance costs should be shared in proportion to employment by each researcher. Should one or more of the researchers be unable to pay their portion

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or if they are no longer involved in research, their portion will be covered by the severance pool.

3.3.2. Catastrophic Situation

In extreme situations where researchers, through no fault of their own, suffer a sudden loss of funding, any severance costs the researcher is unable to pay shall be covered by the severance pool. The final determination regarding what is defined as catastrophic situation lies with the Scientific Director of the Research Institute.

3.4 Severance Pool NOT Accessible

Researchers are personally accountable for their research accounts and as such should always be aware of their financial ability to continue their research operations. Should a researcher knowingly delay providing staff with layoff notice, they will not be eligible to access the severance pool to cover these costs. Researchers should work with Finance and Human Resources to provide layoff notice early enough that severance and any additional costs of termination be available from the researchers accounts.

4.0 PROCEDURE

- 4.1 There will be an annual vote at the Scientific Review Committee to determine the contribution rate and accessibility of the severance pool.
- 4.2 Accessibility to the severance pool – should a researcher wish to access the severance pool, he/she is to book a meeting with the Scientific Director and be prepared to discuss how their situation meets the accessibility criteria.
- 4.3 With the approval of the Scientific Director, the researcher is to work with Finance to cover severance cost for existing accounts and the severance pool.

¹ From Employment Standards Act