HRM-016

Severance Benefits for University Staff Employees

Effective Date Tuesday, November 25, 2008

Status Final

Last Revised Thursday, March 12, 2026

Policy Type University

Contact Office UVA Human Resources

Oversight Executive
Vice President and Chief Human Resources Officer

Applies To Academic Division and the College at Wise.

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Policy Statement

Reason for Policy

Severance benefits are designed to lessen the impact of involuntary separation by providing cash payments and continuing key benefits for a specified period of time. This policy describes severance benefits to eligible full- and part-time salaried University staff employees who have been involuntarily separated from University service under the terms of policy HRM-015: Layoff for University Staff Employees.

Definition of Terms

Restricted Position

Description

A University staff employee position that is either:

1. Created to complete a specific function or project within a defined period of time and has a required system end date established at the time of hire or as subsequently extended.
2. Funded wholly or in part from non-continuous or non-recurring funding sources (e.g., grants, donations, contracts) and contingent on the continued availability of funding, the cessation of which for any reason results in the abolition of the position.

University Staff Employees (University Staff)

Description

Those salaried, non-faculty employees hired on or after July 1, 2006, and those salaried non-faculty employees and administrative and professional faculty electing to participate in the UVA Human Resources System

established by the Board of Visitors under the authority granted by the *Restructuring Act* and the *Management Agreement*. (The term "University Staff Employee" includes all three categories of University staff employees - Operational & Administrative, Managerial & Professional, and Executive & Senior Administrative.)

Management Agreement

Description

The agreement between the University and the Commonwealth required by Subsection D of § 23.1-1004 of the *Restructuring Act*.

Restructuring Act

Description

The *Restructured Higher Education Financial and Administrative Operations Act*, Chapter 10 of Title 23.1 of the Code of Virginia.

Policy Statement

When it becomes necessary for the University to reduce its workforce through layoffs, severance pay provides some financial assistance to University staff employees to help them deal with the initial difficulties that may result from the loss of employment. It is not intended to be recognition of years of service with the University.

Policy 1.57 Severance Benefits established by the Commonwealth of Virginia Department of Human Resources Management (DHRM) effective January 1, 1995, and revised August 10, 2002, shall be, in all respects except where noted, applicable to University staff employees. The University adopts policy 1.57 Severance Benefits pursuant to the authority granted in the *Restructuring Act* and the *Management Agreement*. By the same authority, and to the extent permitted by the *Restructuring Act* and the *Management Agreement*, the University reserves the right to change, amend, or delete in whole or in part the provisions of policy 1.57 Severance Benefits without prior review or approval by any state agency, and shall not be bound by any future change, addition, deletion, or amendment in whole or in part of policy 1.57 Severance Benefits by any agency of the state unless such change, addition, deletion, or amendment is required by the *Restructuring Act* or the *Management Agreement*.

This policy differs from DHRM policy 1.57 Severance Benefits in that University staff employees in restricted positions which are grant-funded positions are eligible to receive severance benefits ONLY if the funding source has agreed to assume all financial responsibility in its written contract with the University.

Compliance with Policy:
Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination in accordance with relevant University policies.

Direct questions about this policy to UVA Human Resources.

Related Information

1.57 Severance Benefits
HRM-015: Layoff for University Staff Employees

Major Category Human Resource Management

Next Scheduled Review Monday, March 12, 2029

Revision History
Confirmed 3/12/26; Updated 4/14/23; Added Compliance section 7/20/21; Updated 3/1/13.

Approved By Executive Vice President and Chief Operating Officer

Approved Date Tuesday, November 25, 2008