



## Frequently Asked Questions – Severance Pay

### **Q: What are the responsibilities of departmental managers and local and central human resource officers?**

**A:** In the case of layoff, departmental managers as well as local and central human resource officers each have responsibility for assisting employees, as outlined below.

#### *a) The Department Manager will:*

- Provide a clear explanation of the workplace changes which have resulted in the layoff;
- Assist the affected employee in the search for a suitable alternative job, including providing flexibility for interviewing and other job search activities;
- Provide recommendations after consultation with the local Human Resources Office.

#### *b) The Local Human Resources Office will:*

- Notify the Office of Labor and Employee Relations of any pending layoff in advance;
- Help develop a job transition plan which includes identification of an Employment Coach;
- Provide assistance in applying for Harvard positions;
- Make arrangements for severance pay, arrange for skills assessment and resume review as necessary;
- Evaluate the possibility of available training within Harvard to enhance skills;
- Provide information relating to the procedure to apply for unemployment compensation;
- Refer the employee to the Benefits Services Group regarding information related to individual benefits;
- Refer the employee to the Center for Training and Development

### **Q: What is the role of the affected employee?**

**A:**

- Participate fully in the development and implementation of job transition plan;
- Communicate regularly with the assigned Employment Coach, reporting progress and soliciting feedback on the transition plan;
- Contact the Benefits Service Group regarding information related to individual benefits.

*Following notification of a pending layoff, the affected employee will meet with their local human resources officer to identify an individual who will work with the employee to develop a transition plan, with the goal of ultimately returning the employee to gainful employment. This individual, who will act as the employee's Employment Coach, is generally a member of the Employee's local Human Resources Office.*

The transition plan may include services such as skills assessment, resume development, effective interview guidance, career assessment and exploration, and/or assistance in identifying other job opportunities.