

SEVERANCE PAY

1.0 Purpose

- 1.1 The City of Lake Forest's goal is to provide steady employment for its employees. When that's not possible, the City provides benefits to employees who are terminated for lack of work or through departmental restructuring when funding for such benefits is available.

2.0 Scope

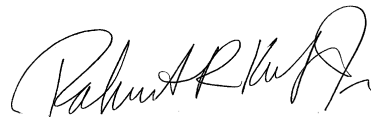
- 2.1 This policy covers all regular, full-time employees of The City of Lake Forest who have been employed at least one year.

3.0 Policy

- 3.1 The City may provide severance pay equal to one week's pay for each year of service.
- 3.2 The severance pay will be paid in a lump sum payment.
- 3.3 Separated employees may be entitled to continuation of medical and dental insurance coverage in accordance with COBRA. Any accumulated sick leave and vacation or other accrued leave will be paid in accordance with City Personnel Policies.
- 3.4 A condition of severance shall be that the employee executes a severance agreement and release.
- 3.5 Under no circumstances shall an employee terminated for cause under City Personnel Policies be eligible for severance pay.

4.0 Distribution

- 4.1 HR website: www.citylf.org.



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