



Series: HR- Practices **COA:** 5.02, ETH 2,
4, 5, TS 2.01
CFOP: NA

Procedure Name: Severance Policy
Procedure Number: HR-2316
Revision #/Date: 2/09
Effective Date: 3/29/07

Applicable to: All CBCB Staff

SUBJECT: Severance Policy

PURPOSE: CBC Brevard strives to provide a work environment that is positive, supportive and one with opportunities for advancement. It is the company's intent that employees are rewarded for performance and when employees are hired it is with the belief that a mutually beneficial employment relationship will exist.

PROCEDURE:

References

(to be added as applicable)

1. There may be times when an employee separates from the company under a variety of circumstances. This policy addresses employment separation due to a lay off caused by (a) the elimination of a job function or (b) work that supports that function.
2. Depending on the circumstances of the lay off, the amount of time the company has between notification of changes impacting job functions and the date of implementation and other conditions, in the sole discretion of the management of the company, a severance package may be made available to those individuals whose positions are eliminated.
3. The company will evaluate the necessity of position eliminations and where possible may discuss alternative available positions with those staff members who will be displaced. In this event, the company will consider the employee's current salary, relevant experiences and skills, performance evaluations and other performance related items. If a displaced employee is offered another available and comparable position within the organization and the employee elects not to accept the new assignment, the potential severance package may not be made available and the employment separation will be considered a "voluntary resignation."
4. If no appropriate positions exist or are not discussed with the employee, the employee will be separated from employment due to "position elimination" and the employment separation will be considered a "lay off. " In this event the employee may be afforded the severance policy.

Severance Package

The company, in its sole discretion, may make the following package available to an employee whose position is eliminated and where alternative employment within the company is not available or offered to the employee.

Severance Package: Two weeks of current base salary (excluding special perm pay) for each full year of employment with CBC of Brevard (12 complete months).
The company will **reimburse** the employee for up to three (3) months of COBRA continuation premiums. (Proof of COBRA premium payments required).

The Chief Executive Officer, per an executed Employment Agreement and/or accepted business practice is afforded a severance package which is detailed in the Employment Agreement or Letter of Understanding signed by the Board of Directors

Management decides, in its sole judgment, any severance policy that may be in effect from time to time. The fact that the company provided a severance package in the past does not set any precedent and should not be relied upon in future situations concerning any employee. This section does not in any way create an obligation to offer a severance package to an employee in a lay off situation nor does it change the at-will employment relationship between an employee and CBC of Brevard.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 3/9/09