

PROCEDURE

Series:	HR-Practices	COA: HR 5.02; ETH 2, ETH 5; TS 2.01 CFOP:
Procedure Name:	Severance Policy	
Procedure Number:	HR 2316	
Reviewed Date:	1/18/2013, 4/6/2016, 4/16/24, 10/14/2025	
Revised#/ Date:	02/09, 8/4/14, 4/3/19, 7/29/24	
Effective Date:	03/29/07	
Applicable to:	All Family Partnerships of Central Florida (FPOCF) Staff,	

PURPOSE: The Family Partnerships of Central Florida (FPOCF) strives to provide a work environment that is positive, supportive and one with opportunities for advancement. It is the intent of the agencies that employees are rewarded for performance and when employees are hired it is with the belief that a mutually beneficial employment relationship will exist.

References: HR-2601 Paid Time Off

PROCEDURE:

1. There may be times when an employee separates employment from an agency under a variety of circumstances. This procedure addresses employment separation due to a layoff caused by (a) the elimination of a job function or (b) work that supports that function.
2. Depending on the circumstances of the layoff, the amount of time the agency has between notification of changes impacting job functions and the date of implementation and other conditions, in the sole discretion of the executive management of the agency, a severance package may be made available to those individuals whose positions are eliminated.
3. The agency evaluates 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 agency considers the employee's current salary, relevant experiences and skills, performance evaluations, and other performance related items. If a displaced employee applies for, interviews and/or is offered an available position within an agency under the Family Partnerships of Central Florida and the employee elects not to accept the new assignment, the potential severance package will 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 package.
5. There may be occurrences where employees transfer among the FPOCF. In these cases, the employee's original date of hire will follow the employee for benefit programs that are based on

tenure. In this event, the employees' accrued and unused PTO balance hours transfer to the new agency.

Severance Package

The agency, in its sole discretion, and based upon available funding 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. Employees that voluntarily elect to resign or are terminated are not eligible for severance packages.

Severance Package: Two weeks of current base salary (excluding special perm pay, if applicable) for each full year of employment with the FPOCF (12 complete months).

The agency may reimburse the employee for up to three (3) months of COBRA continuation of premiums. (Proof of COBRA premium payments required).

Executive Management decides, in its sole judgment, any severance policy that may be in effect from time to time. 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 the FPOCF.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 10/20/2025