



Eligibility

If you are classified by the University as a regular staff employee (non-faculty) and have completed three months of continuous service, you are automatically covered by the Severance Pay Plan.

Cost

The University provides and pays the entire cost of the Severance Pay Plan. You are not required to make a contribution for this coverage.

Notification of Layoff

If it is necessary for Boston University to lay off an employee, the employee will be notified of the effective date of the layoff as far in advance as is practical. Such notice will normally be given at least one (1) month in advance of the effective date of the layoff.

Plan Benefits

Should the University find it necessary to reduce its workforce by eliminating filled positions, affected employees will be laid off. Employees whose positions have been eliminated and who have completed three months of continuous service are eligible for severance pay. Severance pay is based on the employee's most recent date of hire and is pro-rated for a partial year. Severance pay is calculated at the rate of one (1) week's pay for each full year of continuous service at Boston University.

Tax Considerations

Under current laws, severance pay is taxable as income in the year received by the laid off employee.

When Plan Membership Ends

Your membership in this plan will end when you terminate your employment with the University or when your status as a regular employee ends.

Administrative Information About the Plan

Sponsor for the Plans

The Severance Pay Plan is sponsored by the employer, Boston University, Boston, Massachusetts, which is also the Plan Administrator. Eligibility for the benefit plan described in this handbook applies to those University employees on the US payroll.

Boston University's Employer Identification Number

For identification purposes, the Internal Revenue Service has assigned number 04-2103547 to Boston University. You will need to know this number if you write to a government agency about any of the plans.

Type of Plan, Plan Number, and Plan Year

In addition to the University's Employer Identification Number, you need to know the following information:

- **Types of Plans** The plan described in this handbook is characterized by the federal government as a Welfare Plan.
- **Plan Numbers** Boston University has assigned Plan Number 704 to the Severance Pay Plan.

- **Plan Years** The financial records of this plan are kept on a Plan Year basis. The Plan Year for this plan is January 1 – December 31.

Administrator for the Plan

The day-to-day administration of the plan is handled by Human Resources. However, if you have a question or a problem that cannot be resolved by Human Resources, you should contact the Plan Administrator.

The Plan Administrator for the plan can be reached by contacting:

Plan Administrator
The Trustees of Boston University
25 Buick Street Boston, MA 02215
Phone: 617-353-4489

Funding and Administration of the Plan

Severance Pay Plan benefits are paid out of the general assets of Boston University.

Agent of Legal Service

The agent for the service of legal process for the plan is:

University Counsel
125 Bay State Road
Boston, MA 02215

Legal process may be served on the Plan Administrator.

Fraudulent Claims

Submission of a claim for benefits under the plan described in this handbook includes a representation that the claim is bona fide and, to the best knowledge of the employee, dependent, or other claimant, proper for payment.

Submission of a fraudulent or knowingly false claim by an employee or an employee's dependent participating in a plan will be grounds for disciplinary action against the employee, including termination of participation by the employee and/or covered dependent(s) under the plan.

Claims for Benefits/Appealing a Denial of Claims for Benefits

When you apply for benefits, there are time periods within which you must receive a decision on your claim for benefits. If you or your beneficiary applies for benefits and either part or all of the request is denied, you have the right to appeal that decision, provided the appeal is made in accordance with the provisions of the plan and applicable laws (e.g., appeals must be filed within required time periods).

Claims and Appeals to the University

For the Severance Pay Plan, appeals regarding benefits or other issues affecting plan participants or other persons should be made to the Office of the Senior Vice President for Operations.

Documents and Laws Governing the Plan

The plan description contained in this handbook was written from the documents that legally govern how the plans work.

In the event of any discrepancy between the plan description in this handbook and the controlling contracts or plan documents, the language in the controlling contracts or plan documents will govern. If

you would like a copy of any of these documents, please contact Human Resources.

The plan is also regulated by applicable provisions of applicable laws, which will govern in the event of any conflict between the law and the terms of the plan as described in either the documents or in the summary plan description.

Equal Opportunity/Affirmative Action Policy

Since its founding in 1869, Boston University has been dedicated to equal opportunity and has opened its doors to students without regard to race, sex, creed, or other irrelevant criteria. Consistent with this tradition, it is the policy of Boston University to promote equal opportunity in educational programs and employment through practices designed to extend opportunities to all individuals on the basis of individual merit and qualifications, and to help ensure the full realization of equal opportunity for students, employees, and applicants for admission and employment. The University is committed to maintaining an environment that is welcoming and respectful to all.

Boston University prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, genetic information, military service, or because of marital, parental, or veteran status. This policy extends to all rights, privileges, programs, and activities, including admissions, financial assistance, educational and athletic programs, housing, employment, compensation, employee benefits, and the providing of, or access to, University services or facilities. Boston

University recognizes that that equal opportunity is a reality. Accordingly, the University will continue to take affirmative action to achieve equal opportunity through recruitment, outreach, and internal reviews of policies and practices.

The coordination and implementation of this policy is the responsibility of the Director of Equal Opportunity. The officers of the University and all deans, directors, department heads, and managers are responsible for the proper implementation of equal opportunity and affirmative action in their respective areas, and they are expected to exercise leadership toward their achievement. It is expected that every employee of Boston University will share this commitment and cooperate fully in helping the University meet its equal opportunity and affirmative action objectives.

Boston University has developed detailed procedures, described in its *Complaint Procedures in Cases of Alleged Unlawful Discrimination or Harassment* (www.bu.edu/eeo/policies-procedures/complaint), by which individuals may bring forward concerns or complaints of discrimination and harassment. Retaliation against any individual who brings forward such a complaint or who cooperates or assists with an investigation of such a complaint is both unlawful and strictly prohibited by Boston University.

Inquiries regarding this policy or its application should be addressed to the Director of Equal Opportunity, Equal Opportunity Office, 888 Commonwealth Avenue, Suite 303, Boston, MA 02215, or call 617-358-1796.

Amendment of Termination of the Plan

Boston University intends to continue maintaining the plan described in this handbook for the exclusive benefit of its employees.

However, the University reserves the right to change or discontinue it, and to implement changes as required by federal, state, or local laws.

You will be informed of any material changes that are made to the plan. If a plan is terminated, your rights, on the date of the termination, would be governed by the provisions of the plan document.

A Final Note

This handbook presents a summary of Boston University's Severance Pay Plan for faculty and staff. It is designed as a quick reference source and is not intended to cover every point of policy. In certain instances, the University may exercise discretion, with respect to the administration of the plan described in this handbook. For more in-depth information, contact Human Resources.

Periodically, the University may make changes in policy that may not be reflected immediately in this handbook.

Again, for complete and up-to-date information about any policy or benefit, you should contact Human Resources.

Please note: The policy described in this handbook is not intended to create an employment contract between Boston University and its employees. Therefore, it does not alter the University's rights regarding discharges and layoffs.