

<b>Volume E1:</b> Employment/ Hiring	<b>E1.01.1</b> <b>Outplacement Services</b>  Effective Date: 11/17/2011 Last Revised: 02/10/2020 Date of Next Review: 02/01/2025	<b>Responsible Office:</b> Office of Human Resources
<b>Chapter 01:</b> Benefits		<b>Responsible Officer:</b> Director

## POLICY STATEMENT

It is the policy of Northeastern Illinois University (NEIU) to provide employment outplacement services for employees who have been laid-off or terminated with notice.

## PURPOSE OF THE POLICY

To increase job opportunities for employees affected by this policy who are leaving the University.

## WHO IS AFFECTED BY THIS POLICY

University employees in on-going positions who have been laid-off or terminated with notice.

## DEFINITIONS

**Laid-Off** – The notification to an employee who will lose employment because of a lack of work in a particular job classification.

**On-Going** – Employees in a position that is not limited by a pre-determined employment end date.

**Outplacement** – Services given to displaced employees that provides them with support or assistance in making a job or career transition.

**Terminated with Notice** – Written notification to an at-will employee (an employee serving at the pleasure of the President) that their employment will end according to the time periods established in Board policy.

## REGULATIONS

[Board of Trustees Regulations, Section II. Employees, Subsection B. Faculty and Administrative, 4, a. 1\) a-b](#)

An outplacement interview is mandatory to access outplacement services. The feedback provided in the interview will be the primary source for determining the style and type of outplacement services offered. All outplacement services shall be placed contractually with an outside vendor.

This policy does not apply to students working in student aide or work study positions, or employees of any type working in temporary, extra help, or in limited-term appointments with a specified end date. In addition, this policy does not apply to furloughed University employees.

## PROCEDURES

Following the written notification that an individual will either be laid-off or terminated with notice, Human Resources will contact the employee to arrange for an outplacement interview.

Outplacement services expenses will be paid by the University and are limited to \$250 or 1 percent of the employee's current annual base salary, whichever is greater, not to exceed \$750.



## GUIDELINES

The employee may elect to engage in outplacement services during regular work time. This time should be coded as regular work time on the employee's time report. Non-exempt employees are not allowed to engage in outplacement services if the time is recorded as over-time.

## AUTHOR REFERENCE

Illinois Department of Employment Security

## HISTORY

08/27/2013 – Revised; revised policy code number  
02/10/2020 – updated policy template. No revisions recommended.

## CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	Email
<i>Director of Human Resources</i>	<i>(773) 442-5200</i>	<a href="mailto:m-maso@neiu.edu">m-maso@neiu.edu</a>

## DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.