

## Senior Staff

- Authority** This Guide Memo was approved by the President of the University.
- Applicability** This policy applies to employees designated as "senior staff" and who have been informed of that designation in writing by the President.
- Summary** Section headings are:
1. POLICY STATEMENT
  2. PURPOSE
  3. TERMINATION OF SENIOR STAFF EMPLOYEES
  4. SENIOR STAFF ADMINISTRATIVE REVIEW
  5. COGNIZANT OFFICES

### 1. POLICY STATEMENT

Senior staff employees have responsibilities and functions that require different policies and conditions governing the employment and termination of those employees. These employees serve at the pleasure of the President of Stanford University, and may be terminated at any time for any reason, including layoff, or no reason. In the event of the termination of a senior staff employee, the grievance procedure described in Guide Memo 22.10, Regular Staff Grievance Procedure, [http://adminguide.stanford.edu/22\\_10.pdf](http://adminguide.stanford.edu/22_10.pdf), is not applicable. Senior staff have access to the Senior Staff Administrative Review described below.

Employees appointed to senior staff positions will be notified individually by the President of the University.

### 2. PURPOSE

This policy describes the unique employment relationship of senior officers and managers to the University. It further sets forth the process for administrative review of senior staff employment disputes.

### 3. TERMINATION OF SENIOR STAFF EMPLOYEES

- a. **Termination Policy** – Senior staff serve at the pleasure of the President and may be terminated at any time for any reason, including layoff, or no reason upon the approval of the cognizant Vice-President or the President. Such termination is subject to the appropriate administrative review, but will not be subject to review under any grievance procedure in the University. Senior staff who are terminated by the University receive notice and severance pay as described below except when termination is determined by the President or the Vice President of Human Resources to be for misconduct.
- b. **Policy on Extended Notice** – Senior staff receive at least three months' notice. When pay is given in lieu of notice, three months is the maximum period for which such payment will be made. A combination of notice and pay in lieu of notice may be appropriate at the University's discretion. In such an arrangement, payment of severance may be made contingent on serving out the specified portion of the notice period.
- c. **Policy on Payment of Severance Pay** – Senior staff will be paid a minimum of three months' salary and a maximum as provided below provided A General Release of All Claims and Severance Repayment Agreement is executed. Severance is not payable until the expiration of any revocation period in the General Release of All Claims and Severance Repayment Agreement.

Years of continuous regular University employment	Severance pay eligibility in months of base pay
less than 10 years	3
10 years but less than 12	4
12 years but less than 14	5
14 years but less than 16	6
16 years but less than 18	7
18 years but less than 20	8
20 years but less than 22	9
22 years but less than 24	10
24 years but less than 26	11
26 years or more	12

Payment of severance, per the table above, applies only when the University terminates a senior staff member. Senior staff who resign employment voluntarily do not receive severance.

- d. **Policy on Continuation of Benefits** – Senior staff may continue their University medical insurance, receiving the University's regular contributions, for three months after the date of termination, subject to prompt payment of any required contributions by the employee. Regular retirement plan coverage continues for the notice period, including any period of pay in lieu of notice, subject to required employee contributions.
- e. **Policy on Repayment of Severance Pay** – The months following the termination date comprise the severance repayment period. This period is equal to the number of months of severance pay received. If a senior staff member is reemployed by the University before the end of the severance repayment period, that portion of the severance pay equal to the base pay he or she would have earned if not terminated may be retained by the employee, and the balance must be repaid to the University as provided by the General Release of All Claims and Severance Repayment Agreement.

#### 4. SENIOR STAFF ADMINISTRATIVE REVIEW

##### a. Purpose

- (1) The Senior Staff Administrative Review is a formal guideline for examination by line management of any action that the employee believes constitutes improper treatment and has directly affected him or her.
- (2) The Administrative Review does not preclude informal discussions with senior officers as an attempt to resolve problems.

##### b. Procedure

- (1) **Discussion With Supervisor** – The senior staff member should first discuss the problem with his or her immediate supervisor, indicating the nature of the complaint, the University policies involved, and the desired resolution. The supervisor should respond as expeditiously as possible, orally or in writing, but in any event within a week.
- (2) **Written Statement** – If the matter is not resolved by this discussion, the staff member may present the problem in writing to the cognizant Vice President/Vice Provost within one week. The Vice President/Vice Provost or his or her designee shall consider the issue, make whatever disposition he or she deems appropriate, and respond to the employee in writing within two weeks.

- (3) **Appeal** – The determination of the Vice President/Vice Provost shall be final except in circumstances where he or she had direct and immediate involvement in the decision which gave rise to the complaint in the first instance, in which case an appeal may be made to the Vice President of Human Resources. Unless the Vice President of Human Resources determines that the matter is appropriate for Presidential review, the decision of the Vice President of Human Resources shall be final.

## 5. COGNIZANT OFFICES

- a. **Policy Revisions** – Proposals for policy changes should be sent to the Vice President of Human Resources for study and recommendation.
- b. **Policy Interpretations** – Questions of policy interpretation should be addressed to a human resources manager.
- c. **Records** – Copies of appeals and dispositions should be sent to the Vice President of Human Resources.