MSP Separations For Change in Department Resources

Prepare Summary of Business Reasons (MSP Attachment A) →
Consult with HR Manager or ERC →
Review, reassign, or reduce work →
Decide on:
-Transitions Assistance
-Paying Severance (need a Separation Agreement
-Plan Timeline →

If you will reduce the MSP appointment, go to MSP Reductions in Time →
(see Reductions in Time)

If paying severance, send email to LR and ER →

Prepare "Notice of Intent to Separate" and have ERC review →
Meet with employee and provide copy of notice →
Explain business reasons for separation →
If paying severance, explain that Labor Relations will contact the employee to draft a Separation Agreement →
Let LR know to contact the employee →

Employee responds to Notice →
Decide if Separation should proceed →
- Yes → Prepare " Letter of MSP Separation" (when employee responds) and have ERC review
- No → Contact the ERC

Employee does not respond to Notice →
Decide if Separation should proceed →
- Yes → Prepare Letter of MSP Separation (when employee does not respond) and have ERC review
- No → Contact the ERC

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