



Salt Lake City Corporation Responsibility

1. Human resources will confirm an employee's appointed status, including eligibility to receive severance pay, and calculate actual pay amounts due to the employee.
2. The city's payroll division will calculate eligible leave payouts, then process and distribute qualified severance payments to the employee.
3. The city attorney's office is responsible for executing a release and waiver of all claims to be signed by the eligible employee prior to the issuance of any severance payments.

Employee Responsibility

1. To be eligible to receive severance payments, the eligible employee must sign and return the release and waiver of all claims to the city.

Approved and passed this 31st date of December, 2016