



# TOWN OF HAVERHILL *New Hampshire*

Town Administration  
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## TOWN OF HAVERHILL

### Severance Pay Policy

**Purpose:** To establish a fair and consistent framework for providing severance pay to eligible full-time contracted employees of the Town of Haverhill in the event of an involuntary separation initiated by the Town.

**Scope:** This policy applies to all full-time contracted employees of the Town of Haverhill. It does not apply to part-time, seasonal, or temporary employees, nor to elected officials.

**Policy Statement:** Severance pay is intended to provide limited financial assistance to eligible contracted employees who are involuntarily separated from employment with the Town, except in cases of termination for cause.

1. Eligibility for Severance Pay.
  - a. Severance pay shall be provided only to an employee (“eligible separated employee”) in cases of involuntary separation initiated by the Town, including job elimination, reorganization, or other non-disciplinary reasons.
  - b. Severance pay shall not be provided if the employee resigns, retires, or otherwise voluntarily separates from employment.
  - c. Severance pay shall not be provided in cases of termination for cause, as defined in Section 4 below.
2. Severance Pay Schedule.
  - a. Eligible separated employees with less than twelve (12) months of service shall not be eligible for severance pay.
  - b. Eligible separated employees with more than twelve (12) months but less than twenty-four (24) months of continuous full-time service shall be eligible for an amount equal to four (4) weeks of base pay.
  - c. Eligible separated employees with more than twenty-four (24) months but less than thirty-six (36) months of continuous full-time service shall be eligible for an amount equal to six (6) weeks of base pay.
  - d. Eligible separated employees with thirty-six (36) months or more of continuous full-time service shall be eligible for an amount equal to eight (8) weeks of base pay.
  - e. Severance pay shall be calculated using the eligible separated employee’s regular base rate of pay in effect on the eligible separated employee’s last day of work. Overtime, stipends, or other supplemental pay shall not be included in this calculation.
3. Accrued Leave. Payment of accrued but unused vacation, personal, or other leave balances shall be made separately and in accordance with existing Town policies, but under no circumstances severance pay shall be paid to an eligible separated employee in full any later than 72 hours after separation, except when provided by law..
4. Termination for Cause. Severance pay shall not be provided when an employee is terminated for cause. For the purposes of this policy, “for cause” shall mean any reason for which the Town determines it must terminate an individual’s employment because of the conduct of the individual employee. “For cause” includes, but is not limited to:
  - a. Misconduct or willful violation of Town policies or procedures;
  - b. Theft;
  - c. Embezzlement;



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- d. Dishonesty and/or misrepresentation;
  - e. Falsification of records;
  - f. Fraud;
  - g. Insubordination;
  - h. Neglect of duty;
  - i. Negligence;
  - j. Endangering the health, safety, and/or welfare of the public;
  - k. Intentional or reckless destruction of Town property;
  - l. Accidental destruction of Town property, when such destruction is the result of behavior that the individual employee could reasonably have foreseen would lead to destruction;
  - m. Repeated unsatisfactory performance;
  - n. Criminal conduct; and
  - o. Behavior that adversely affects the Town's operations or reputation.
- p. Nothing in this section shall be construed to limit the reasons for "for cause" termination.

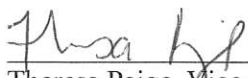
5. General Provisions.

- a. The Town reserves the right to require an eligible separated employee to execute a separation or release agreement as a condition of receiving severance pay.
- b. The Town reserves the right to modify, suspend, or terminate this policy at any time, subject to approval by the Selectboard.
- c. Nothing in this policy shall be construed as creating a contract of employment or altering the at-will employment relationship between the Town and its employees.

Date of Approval and Adoption: November 3, 2025, at a regular Selectboard meeting.



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RJ O'Shana, Chairman



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Theresa Paige, Vice Chair



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Joe Longacre



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Ron Hurlburt



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Vickie Wyman