American Society of Employers
Severance Pay, Policy, and Practices Survey

Instructions:

This questionnaire includes a series of multiple choice, yes/no, numerical and open-ended questions. To record your responses, either select the box or boxes that correspond to your answer choice or type your answer in the space provided.

Please use the navigation buttons located at the bottom of this window to move back and forth through the survey. Do not use your browser buttons.

At anytime you may pause and resume the survey. To do this, simply click "SAVE" and your survey responses will be stored. You will then be provided with further instructions to save your data.

Completed questionnaire responses should be submitted by August 19, 2016.

If you have any questions regarding this survey, please contact Survey Services at surveys@aseonline.org or (248) 353-4500; especially if it makes the difference between participating or not. Thank you!

Has your organization provided severance pay or outplacement assistance in the last 12 months?

☐ Yes
☐ No

Policy Features

Which of the following phrases best describes the documentation of your severance plan? (check all that apply)

☐ Formal plans and policies in writing
☐ Employment agreements
☐ Unwritten or undocumented plans and policies
☐ Employment agreements for top executives only
☐ Do not provide severance pay but do provide outplacement assistance
☐ Other

Please describe other:
Which of the following options best describes who is covered by your organization's severance plan?

- CEO plan only
- One plan for CEO, one plan for certain key executives, one plan for all other employees
- One plan for CEO, one plan for certain key executives, no other employees covered
- One plan for CEO, one plan for all other employees
- One plan for all employees
- Other

Please describe other:

If severance is offered to employees below the level of CEO, which of the following classifications are eligible? (check all that apply)

- Senior Management (excluding executives)
- Middle Management
- Professional
- Technicians
- Clerical/Administrative
- Hourly/Production

Which of the following employee groups are eligible for severance benefits? (check all that apply)

- Regular full-time employees
- Part-time employees
- Temporary employees
Following date of hire, when are employees eligible for severance benefits?

- Immediately
- First month after hire
- After 30 days
- First day of second month of hire
- After 60 days
- After 90 days
- After 180 days
- After 1 year
- Other

Please describe other:

Does your organization's severance plan specify what circumstances trigger eligibility?

- Yes
- No

Under what circumstances is severance typically granted? (check all that apply)

- Employee is unable to satisfactorily perform the job
- Employee is terminated after merger/acquisition
- Disciplinary discharge
- At-will termination
- Permanent lay-off
- Plant/location closing
- Position eliminated due to restructuring
- Early retirement
- Other

Please describe other:

Does your organization require the employee to sign a separation agreement or waiver to relieve company from liability or future liability?

- Yes
- No
Are the severance benefits contingent upon signing the agreement?
- Yes
- No

**Calculation of Severance Benefits**

Excluding plans for the CEO, what is the basis for the calculation of severance benefits? (check all that apply)
- Years of service
- Salary/grade level
- Salary/pay
- Position
- Title
- Employment agreement or contract
- Other

Please describe other:

How does your organization define compensation for severance purposes?
- Salary only
- Salary and bonus

How is severance pay calculated?
- Less than 1 week pay per YOS
- 1 week pay per YOS
- 2 weeks pay per YOS
- 3 weeks pay per YOS
- 1 months pay per YOS

What is the minimum amount of cash severance that can be provided to an employee?
*Note: Please report the number of WEEKS of salary that will be given.*

What is the maximum amount of cash severance that can be provided to an employee.
*Note: Please report the number of WEEKS of salary that will be given.*
How are severance payments typically made to the employee?
- Lump sum payment
- Salary continuation
- Employee's choice of lump sum or salary continuation
- Employer's choice of lump sum or salary continuation

Continuation of Benefits

What benefits are typically continued during the severance period? (check all that apply)
- Medical
- Dental
- Vision
- Life insurance
- Vacation accrual
- Short-term disability
- Long-term disability
- Tuition reimbursement
- Use of company car
- None of the above
- Other
Please describe other:

For health insurance benefits that are continued after separation, how is the coverage provided?
- Full subsidy of COBRA
- Partial subsidy of COBRA
- Employee pays full premium

For what period of time are health benefits continued?
- Until the end of the severance period
- End of the month of separation
- A specified number of months

How many months are health benefits continued?

Executive Severance
What is the basis for the calculation of severance benefits for executives?

- Based on employment agreement
- Negotiated on individual basis
- Other

Please describe other:

---

How is cash compensation for severance defined for executives?

- Salary only
- Salary and bonus

---

What method of payment or calculation for executive's severance package is typically used in your organization?

- Specified number of months of pay
- Varies by situation
- Other

Please describe other:

---

How many months of severance pay do top executives in the company receive?

- 6 months of base pay
- 12 months of base pay
- 18 months of base pay
- 24 months of base pay
- More than 24 months of base pay
- Other

Please describe other:
How are severance payments typically made to executives?

- Lump sum payment
- Salary continuation
- Employee’s choice of lump sum or salary continuation
- Employer’s choice of lump sum or salary continuation

What benefits are typically continued for executives during the severance period? (check all that apply)

- Medical
- Dental
- Vision
- Life insurance
- Vacation accrual
- Short-term disability
- Long-term disability
- Tuition reimbursement
- Use of company car
- None of the above
- Other

Please describe other:

For health insurance benefits that are continued for executives after separation, how is the coverage provided?

- Full subsidy of COBRA
- Partial subsidy of COBRA
- Employee pays full premium

For what period of time are health benefits continued for executives?

- Until the end of the severance period
- End of the month of separation
- A specified number of months

How many months are health benefits continued for executives?

Outplacement Assistance
Does your organization provide any outplacement benefits to those affected by a reduction in force/layoff?

- Yes, to all or most employees affected
- Yes, based on set criteria (i.e., job level, etc.)
- Yes, on a case by case basis
- No

How does your organization offer outplacement benefits (check all that apply)

- In-house
- Outplacement firm
- Employee reimbursement

What types of outplacement assistance does your organization provide? (check all that apply)

- Resume writing
- Job searching assistance
- Interview skills
- Group workshops
- Coaching/Counseling
- Office space
- Other

Please describe other:

What is the maximum amount of time that outplacement assistance will be granted?

- One month or less
- 3 months
- 6 months
- Over 6 months but less than a year
- One year
- Determined on a case by case basis

Reduction in Force

Has your organization experienced any reductions in force in the last 12 months?

Note: A reduction in force is defined as a separation from employment due to lack of work, lack of funds, elimination of position(s), or reorganization.

- Yes
- No
Is your organization planning any reductions in force in the next 12 months?

- Yes
- No

Demographic Information

Required information: Information contained in the next questions is used for categorization and informational purposes and will be kept confidential.

Organization name: 
Address: 
City: 
Zip code: 
Submitted by: 
Telephone number: 
Email address: 

A majority of the employees reported in the questionnaire work in which geographical area?

- Ann Arbor (Washtenaw county)
- Detroit Metro (Livingston, Macomb, Oakland, St. Clair or Wayne county)
- Flint (Genesee, Lapeer, or Shiawassee county)
- Grand Rapids/Muskegon/Holland ( Allegan, Barry, Kent, Montcalm, Muskegon, or Ottawa)
- Grand Traverse (Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, or Leelanau county)
- Jackson (Hillsdale, Jackson, or Lenawee county)
- Kalamazoo/Battle Creek (Berrien, Branch, Calhoun, Cass, Kalamazoo, Ottawa, St. Joseph, or Van Buren county)
- Lansing (Clinton, Eaton, Ingham, or Ionia county)
- Monroe (Monroe county)
- Saginaw/Bay/Midland (Arenac, Bay, Clare, Gladwin, Gratiot, Huron, Isabella, Midland, Saginaw, Sanilac, or Tuscola county)
- Wexford/Missaukee (Lake, Manistee, Mason, Mecosta, Missaukee, Newaygo, Oceana, Osceola, or Wexford county)
- Other Michigan region

How many employees does your organization have in the State of Michigan?

- Fewer than 100
- 101 to 500
- 501 to 1,000
- More than 1,000
Is your organization a Nonprofit Organization?
- Yes
- No

Would your organization be classified as an Automotive Supplier?
Note: An Auto Supplier, for the purpose of this survey, is defined as any organization that designs, sells, or manufactures automotive parts or components to any Original Equipment Manufacturer (OEM).
- Yes
- No

Please select one of the following the industry families:
- Good Producing, Non-Manufacturing
- Non-Durable Goods Manufacturing
- Durable Goods Manufacturing
- Trades & Services
- Government & Financial Services
- Educational & Health Services

Please select one of the following industry categories:
- Natural Resources / Mining
- Utilities
- Construction

Please select one of the following industry categories:
- Retail Trade
- Wholesale Trade
- Transportation / Warehousing
- Information (Communication / Broadcasting)
- Professional / Business Services
- Leisure / Hospitality Services
- Services, not elsewhere classified

Please select one of the following industry categories:
- Financial Activities
- Public Administration

Please select one of the following industry categories:
- Education Services
- Health Services
- Social Services
Thank you for your participation in this survey!

Click "Submit" to process your survey.
Please wait for ASE's Home Page to appear before closing this window, this ensures your answers were sent.