When employees are terminated, a number of benefits may be extended to them; for detailed information on these benefits, please contact your HR partner. **Effective July 1, 2015, there is a change to how Work Security** \(^1\) **will be funded; it will now be covered by the SPH supplemental fringe rate and no longer be charged to departmental funds.** This requires a change in the departmental process to put a staff person on Work Security status.

When an HUCTW staff person goes on Work Security, the department is required to process a **Termination/ Retirement/Leave of Absence Payroll Action** in Wasabi to place the person on “Paid Leave of Absence/ HUCTW Work Security.” In the past, the cost of this period was often unbudgeted and could not be charged to sponsored funding, since the period usually started after the grant ended. To address this problem, we sought and obtained permission from DHHS to include the cost of Work Security in the supplemental fringe rate beginning in FY2016. In order to do this, **effective 7/1/2015 Work Security costs must be charged to a new fund set up for the purpose of capturing these costs.** The coding a department must use is:

- 275. org: xxxx.000382. activity: 0000. 00000 where
  - org is the relevant org to which the employee belongs
  - activity is based upon the appropriate A-21 function.

This does NOT include the Work Security extension period – only the basic three-month period. When the 90-day work security period is complete, the employee’s costing MUST be moved off of fund 000382. Wasabi will send a notification email to the Department Transmitter 30 days prior to the end of the Work Security period to alert them about this upcoming deadline. The department must work with their HR partner to take one of the following steps:

- Terminate the employee at the end of the Work Security period or
- Move the employee’s costing to a different coding string in anticipation of another change (e.g., move onto extended Work Security, transfer to another job at Harvard).

The detailed Wasabi Work Security process may be found here: [Wasabi Work Security Process job aid](#).

Note that **enhanced severance** will continue to be funded from departmental funds \(^2\). As of the date of this memo, an enhanced severance package is being offered. This benefit is not covered by supplemental fringe funding, and must be covered from the department’s funds. Therefore, the following must be taken into account when planning for this potential cost:

- Enhanced severance may be charged to sponsored funds proportionately to the effort on the award based upon the last two fiscal years’ work; the entire amount may not be charged unless the total effort for the individual’s employment was 100% on the sponsored fund.
- For endowment and gift funds, enhanced severance must be allowable under the terms, and would need to be proportionate to the effort on the fund if the terms of the fund are not general enough to allow for the full charge (e.g., a fund supporting the general costs of the department could be used for the whole charge).
- When developing a project budget, it is recommended that enhanced severance be included in the budget where it is anticipated to occur. If this is not possible, the department should identify the departmental funding source that will be used to meet this obligation.

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\(^1\) Work Security is a benefit available to HUCTW members who have been laid off, and who have held term positions for more than two years. HUCTW employees unable to locate another position before the end of the notice period are eligible for Work Security salary and benefit continuation for up to three additional months. Access to these benefits is contingent on the employee’s active participation in all phases of the job search process.

\(^2\) Longer service vacation payout may also be due to the employee. If so, this may need to be funded from departmental funds. Information on this obligation can be obtained from the SPH Controller.