

### **D.5.2.3 (Procedure) Severance Benefits**

Responsible Department: Human Resources

Based on Board Policy: [D.5.2](#) - Benefits

Approved: 10-26-10

Last Amended: 10-26-10

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#### **Purpose**

To provide assistance to full-time non-contract staff that are involuntarily separated from employment when the position they hold is eliminated and reassignment to another comparable position is not possible.

The District must continually assess its operations and allocate staffing wisely to improve operating efficiency and the effectiveness of educational services. When positions are no longer supportable, the District will eliminate those positions. While every effort will be made to reassign displaced employees, if these efforts are not successful severance benefits will be provided to ease the transition from employment.

#### **Benefit Eligibility**

Regular full-time non-contract staff that have completed entry probation are eligible for severance benefits if the position they hold is eliminated and reassignment to a comparable position is not offered.

Employees on entry-probation, temporary employees, adjunct, part-time employees and contract employees are not eligible for severance benefits. The District will endeavor to provide reasonable notice to these employees and outplacement assistance to locate alternate employment.

#### **Severance Benefits**

Eligible employees will be provided all benefits and compensation normally due to separating employees and COBRA insurance continuation options. Subject to receipt by the District of a fully-executed release of all claims in acceptable form, eligible employees will also be provided:

1. two (2) calendar weeks of notice or pay in-lieu-of notice;
2. one (1) week of severance pay for each year of full-time service, not to exceed 12 calendar weeks, which will be provided at the final base salary rate (excluding any other forms of additional pay); and
3. outplacement assistance and career counseling services of the Human Resources department.

#### **Distribution of Benefits**

If pay-in-lieu of notice is provided, the employee will remain on the payroll until that pay is exhausted. Severance pay will be distributed as a lump sum on the final paycheck which will be issued after the notice period is exhausted.

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#### **Reemployment**

Employees who have received severance benefits are not eligible for reemployment until the notice period and severance period (1 week per year of service up to 12 weeks) have been exhausted or an agreement to reimburse severance pay for future weeks has been made.

#### **Exceptions**

Exceptions to this procedure may be granted by the Chancellor but any exceptions granted must be promptly reported to the Board of Trustees.

This procedure and the severance benefits set forth herein are subject to immediate discontinuation if the financial resources of the District or operating condition are not sufficient to support the projected expense.