

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-7020.0

FOR POLICY NUMBER: BP – 7020

VOLUNTARY SEPARATION PROGRAM PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for the voluntary separation program.

2. DEFINITIONS

2.1 Definition of Terms

- 2.1.1 “Program” shall mean the Northeast Community College Voluntary Separation Program.
- 2.1.2 “Participant” shall mean any eligible employee who participates in the Program and who is employed full-time by Northeast Community College.
- 2.1.3 “Salary” shall mean the annual base salary of the employee during the last fiscal year as a full-time employee. All secondary assignments including, but not limited to, extended agreements, co-operative education extensions, summer school agreements, coaching stipends, etc. are excluded from the base salary. Hourly employee’s base salary shall be computed by taking their hourly wage times 2080 hours.
- 2.1.4 “Election year” shall mean the year of the employee’s last year of full-time employment.
- 2.1.5 “First participation year” shall mean the first fiscal year after the election year, fiscal year is July 1 – June 30.
- 2.1.6 “Years of service” shall mean each employment year completed by the employee at the College. This includes years of service at predecessor colleges of Northeast Community College. Approved leaves of absence shall not be used in determining total years of service. Years of service shall include years of employment through the completion of the election year.
- 2.1.7 “Stipend” shall mean the total amount to be paid to the employee as a result of the employee being approved for the Program.
- 2.1.8 “Approved applications” shall mean those which have met all criteria for the Program.

3. PROCEDURE

3.1 General

3.1.1 While not offered every year, the general intent of the Voluntary Separation Program is to achieve long-term savings for the College, while at the same time retain the expertise and knowledge of experienced College employees. The President shall determine when and if it is appropriate for the College to offer a Voluntary Separation Program in order to balance these two interests.

3.2 Program Eligibility

3.2.1 Only full-time employees who are enrolled in the College regular retirement plan may participate in the Program.

3.2.2 Employees receiving long-term disability benefits are not eligible to participate in the Program.

3.2.3 Employees on leave of absence are not eligible to participate in the Program.

3.2.4 Employees whose current employment is provided in part or in total by a contract with an outside agency may not be eligible for the Program. This will be administratively determined at the time of hire or reappointment.

3.2.5 The President shall determine the specific criteria for eligibility in the Program when it is offered.

3.3 Application

3.3.1 Applications for the Program may be made only after an announcement by the President. The process and timeline for completing and submitting a Voluntary Separation Program Application form shall be set forth in the announcement.

3.3.2 The final decision on all applications for the Program will be made by the President.

3.4 Calculation of Stipend Schedule

3.4.1 Employees who elect to participate in the Program may be eligible to receive a stipend. The manner in which the stipend is calculated shall be determined at the discretion of the President.

3.5 Death Benefit

3.5.1 In the event of the death of a participant on or after the effective date of the executed Voluntary Separation Program Agreement form, any unpaid balance of the stipend shall be paid in a final lump sum payment to the participant's estate.

3.6 Effect on Employee Benefits

- 3.6.1 Participants in the Program are not considered employees of the College and are not eligible for any employee benefits. All employee benefits, including health, life and disability insurance coverage and College regular retirement plan contributions, provided to employees by the College shall terminate at the completion of active employment.

3.7 Other Program Provisions

- 3.7.1 The College may utilize participating individuals for part-time instruction up to six credit hours per semester or up to ninety days per year as consultants or other related work with the compensation to be determined by established pay rates for persons performing that duty.
- 3.7.2 Retired employees and spouses shall be eligible for tuition-free classes on a space available basis as long as this provision remains a part of this agreement and a part of the compensation package available to all full-time college employees.
- 3.7.3 The Voluntary Separation Program is not an employee benefit and will only be offered when announced by the President. The criteria for eligibility and the amount and calculation of the stipend will be determined solely at the discretion of the President to best meet the needs and goals of the College. Any change in criteria for eligibility or the amount and calculation of the stipend in subsequent years shall not affect employees previously participating in the Program.
- 3.7.4 The President shall have the discretionary authority to determine eligibility for, and to construe the terms of, the Voluntary Separation Program, including the making of factual determinations. The decisions of the President shall be final and conclusive with respect to all questions concerning the administration of the Voluntary Separation Program.

4. APPLICABILITY

N/A

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EFFECTIVE DATE: 12/20/2016

REVISION DATE(S): 12/07/1993 (item #6702); 07/14/1994 (item #6905); 03/13/1997 (item #7957); 02/10/2000 (item #8671); 07/01/2014; 12/20/2016

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SCHEDULE FOR REVIEW: 2021

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: voluntary separation program; early retirement