

I. Purpose

To provide specific circumstances under which severance pay or benefits may be offered, recognizing that severance is not an entitlement.

II. Scope

Severance pay or benefits may be granted only to discharged “at will” employees of the College and only upon their entry into a waiver and release of claims in a form acceptable to the College. Employees covered by a collective bargaining agreement or otherwise employed on a “just cause” basis are not eligible for severance pay or benefits but may be granted reasonable amounts of pay or benefits in settlement of potentially meritorious discharge grievances advanced in accordance with an applicable grievance procedure approved by the Board of Trustees.

III. General

Without further Board approval;

- A. An employee with an individual “at will” employment agreement in a form approved by the Board of Trustees may be granted severance in accordance with the terms of such an agreement.
- B. Other “at will” employees may be granted severance for a period which is less than that provided to Level 9 Administrators.
- C. A severance agreement will not be approved if the employment relationship is terminated by the College under the following circumstances:
 - 1. The employee commits an intentional act, including but not limited to dishonesty, fraud, embezzlement, theft or assault, which threatens or causes a materially adverse effect on the Employer.
 - 2. The employee substantially fails to carry out a duty of the employee’s position, and fails to cure the failure as directed by the Employer in writing; or
 - 3. The employee is convicted of or pleads nolo contendere to any felony criminal offense or to any misdemeanor crime related to the performance of the employee’s job or the reputation of the Employer; or involving substance abuse, theft, fraud, assault, or weapons.
- D. No severance shall be granted to a non-employee.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Executive Director of Human Resources or his/her designee.

Adopted: June 5, 2006

Revised: 12/17/2018