



Standard Operating Procedure

Procedure Title: Severance

Procedure #: HR.013

Revision #: 1

Unit Responsible: Human Resources

Individual Responsible: Executive Director of Human Resources

Effective Date: 10/05/2021

Initial Approval Date: 11/11/2021

Last Review/Update Date: 10/5/2021

Next Review Date: 10/5/2024

***Does this procedure support a Board Policy?** Yes

If yes, identify: [4.140-Severance](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria?** No

If yes, identify: n/a

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation?** No

If yes, identify: n/a

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



Severance, Board Policy 4.140

1. Purpose

To provide the steps necessary for offering and approving severance payments.

2. Scope

This procedure applies only to “at will” employees of the College who are involuntarily terminated and who complete a waiver and release of claims in a form acceptable to the College. No severance shall be granted to a non-employee.

3. Prerequisites

N/A

4. Responsibilities

Responsibility for the interpretation and administration of this procedure is delegated to the Executive Director of Human Resources or designee.

5. Procedure

- A. Human Resources – Labor Relations draws up the severance agreement.
- B. Agreement by the Executive Director of Human Resources, the Director Labor Relations, and the College President/ELT member must be obtained prior to the offer of severance to an employee whose employment is involuntarily terminated.
- C. Legal counsel may be asked to review documents prior to the offer of severance being made.
- D. Once all approvals are received, the appropriate Labor Relations administrator provides the terminating employee with the severance agreement.
- E. The terminating employee is provided a minimum of seven calendar days to review and make a determination as to whether to accept the terms and conditions of the Agreement. Terminating employees aged 40 and over are allowed a minimum of 21 calendar days for such review, consistent with federal law.

- F. The Labor Relations administrator notifies Payroll, HR Support, and HR – Benefits of the date of termination, ensuring that terminating employee does not receive pay after their date of termination absent the signed Agreement.

6. Reference

N/A

7. Definitions

N/A