

I. Purpose

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

II. Parameters and Limitations

Acknowledging that it is sometimes desirable for both parties to end an employment relationship and facilitate an orderly termination process, the College may provide for severance payment, contingent upon a release of claims. No severance agreement will be valid or authorized unless approved by the Board of Trustees.

The Board of Trustees typically will not approve severance if the employment relationship is terminated by the College under the following circumstances:

- A. Dishonesty in connection with job performance that results in personal benefit to the employee.
- B. Material breach of duties that has not been cured by the employee within 14 calendar days after the College notifies the employee of the breach; or
- C. Conviction of or plea of *nolo contendere* to a felony criminal offense or any misdemeanor criminal offense related to substance abuse, performance of the employee's job or the reputation or operation of the College.

III. Responsibility

Responsibility for compliance with this policy shall rest with the President, Human Resources Director and General Counsel.

Adopted: June 5, 2006