Lower Columbia College
Voluntary Employee Separation Incentive
Tenured Faculty Employees
Fiscal Year 2014

Eligibility
To be eligible for a Voluntary Employee Separation Incentive, an employee must have eight (8) years of service as a Tenured Faculty employee. For the purpose of this incentive, service will include full-time temporary, probationary, and tenured faculty appointments as of the faculty member’s last date of employment.

Definitions
1. **Tenured Faculty**: Non-temporary, regular status as a tenured faculty employee.
2. **Years of Service**: Includes all time in full-time temporary, probationary, and tenured faculty appointments as an employee of Lower Columbia College.

Strategic Targeting
Consideration will be made to ensure that the College will maintain adequate staffing levels, retain positions key to the achievement of the College’s goals and mission, and maintain services within established minimum standards. Targeted positions may include those no longer critical to the agency mission and goals. Incentive options shall not be targeted on the basis of individual or personal factors.

How Decision will be made
Executive Staff will review each request submitted for consideration of a VESI. Determinations will be based on criteria including: 1) ability to eliminate the function/service performed; 2) ability to provide the service/function in a different manner; 3) ability to merge the service/function with other services/functions on campus; 4) ability to maintain adequate minimum standards of service; 5) impact on revenue generation; 6) risk/compliance concerns; and 7) related business factors.

Decisions will not be made on the basis of individual or personal factors. The College will, however, attempt to meet individual needs.

Provisions
Positions shall be strategically identified to avoid disruption of services while maximizing the use of our human resources. The college may offer separation incentives, based on a legitimate business need, to qualified employees.

- Incentives shall be used to meet a legitimate business need as identified by the College.
- No employee shall have the right to an incentive.
- Incentives may be offered only to employees meeting the minimum eligibility requirements as outlined in the guidelines.
• All incentive costs must be realized through salary expenditure savings by the end of a two year period.
• The President must receive signed, written notification from the employee, including the last date of employment. Last date of employment must be no later than June 20, 2014.
• Employees accepting an incentive payment are not eligible for unemployment compensation.
• This incentive payment will not count for contributions to or in calculating benefits from a retirement system.
• This incentive may not be combined with any other retirement, resignation, or separation incentive offered by Lower Columbia College.
• Tenured Faculty employees who have informed Lower Columbia College of their retirement, resignation, or separation prior to the offering of this incentive (October 04, 2013) are not eligible for this incentive.
• Any employee accepting a separation incentive will agree to not seek benefit eligible employment with Lower Columbia College for a minimum period of five (5) years from their retirement/resignation effective date. Any part-time employment is subject to the approval of the President of Lower Columbia College.
• Acceptance of any incentive payment is entirely voluntary. To be eligible for this incentive, the employee must sign a form that states their decision to retire/resign is entirely voluntary and that they fully understand the re-employment and other restrictions applicable to be eligible for this incentive.

Written Agreement
The employee will be required to sign a written agreement indicating the employee has read, understands, and agrees to abide by the provisions of the Voluntary Employee Separation Incentive.

Separation Options
Options that may be offered include:

Voluntary Retirement: Upon approval by the college President, eligible employees shall be offered a one-time payment of $15,000 into the employee’s tax exempt medical expense plan (VEBA) that qualifies under Section 501(c)(9) of the Internal Revenue Code as an incentive to voluntarily retire from state employment. The employee will not be eligible for placement on the reduction-in-force (RIF) list nor will he/she be eligible for unemployment benefits. Normal retirement is defined by the State Board Retirement Plan (TIAA-CREF) as age 55 or completion of thirty (30) years of service.

Voluntary Resignation: Upon approval by the college President, eligible employees shall be offered a one-time payment of $15,000 into the employee’s tax exempt medical expense plan (VEBA) that qualifies under Section 501(c)(9) of the Internal Revenue Code as an incentive to voluntarily resign from state employment. The
employee will not be eligible for placement on the reduction-in-force (RIF) list nor will he/she be eligible for unemployment benefits.

What about Sick Leave Balances?
If an employee retires under this plan, he/she will receive payout for sick leave in the same manner as if he/she retired outside of this incentive plan. Compensable sick leave is paid out at 25% of remaining balance.

If an employee resigns under this plan, he/she will not be eligible for payment of sick leave balances.

How is the Incentive Paid?
The Incentive will be paid as a lump sum deposit into the employee’s tax exempt Voluntary Employees’ Beneficiary Association (VEBA) account that qualifies under Section 501(c)(9) of the Internal Revenue Code with their final paycheck.

When is the Effective Date?
All agreements under this plan will be effective October 04, 2013 through June 20, 2014.

Voluntary Acceptance and Unemployment Benefits
Acceptance of an incentive offer is strictly voluntary. Employees accepting a separation incentive are ineligible for unemployment compensation. Employees will be required to enter into a written contract with Lower Columbia College indicating their understanding that the decision to accept an incentive offer is voluntary, and the acceptance of an incentive will preclude receipt of unemployment benefits.

Why are Unemployment Benefits not available?
When an employee voluntarily separates employment through voluntary resignation or retirement, the employee no longer meets state criteria to be eligible for unemployment benefits. Further, the employee, under an incentive plan such as this, is receiving compensation in exchange for his/her resignation or retirement.

Guaranteed Consideration Date
Only those requests submitted by the close of business, November 12, 2013 will be considered.

Designated Contact Person
The designated contact person for the Voluntary Employee Separation Incentive for Tenured Faculty is Kendra Sprague, Director of Human Resources & Legal Affairs.

Should an employee have questions or desire clarification, please contact Kendra Sprague, Director of Human Resources & Legal Affairs.