

D.5.2.3 (Procedure) Severance Benefits

Responsible Department: Talent, Organization & Strategic Innovation

Based on Board Policy: D.5.2 - Benefits

Approved: 10-26-10

Last Amended: 10-26-10, 11-14-2022



ALAMO
COLLEGES
DISTRICT

Purpose

To provide assistance to full-time non-contract hard-money/non-grant funded employees who are involuntarily separated from employment when the position they hold is eliminated.

The District must continually assess its operations and allocate staffing wisely to improve operating efficiency and the effectiveness of educational services. When positions are no longer supportable, the District will eliminate those positions. In these instances, Severance Benefits will be provided to ease the transition from employment.

Benefit Eligibility

Regular full-time non-contract staff that have completed entry probation are eligible for Severance Benefits if the position they hold is eliminated and reassignment to a comparable position is not offered.

Employees on entry-probation, temporary employees, adjunct, part-time employees and contract employees are not eligible for Severance Benefits. The District will endeavor to provide reasonable notice to these employees and outplacement assistance to locate alternate employment.

Severance Benefits

Eligible employees will be provided all benefits and compensation normally due to separating employees and COBRA insurance continuation options.

1. two (2) weeks of notice or pay in-lieu-of notice;
2. Subject to receipt by the District of a fully-executed release of all claims in acceptable form, eligible employees will also be provided:
one (1) week of severance pay for each year of full-time service, not to exceed 12 weeks, which will be provided at the final base salary rate (excluding any other forms of additional pay); and
3. 60 days outplacement assistance and career counseling services of the Human Resources department. If the employee is placed in another College District position after separation but within 60 days of the date of separation, employment will be restored with no break in service.

Distribution of Benefits

Severance Benefits pay, including any pay in-lieu-of notice and any other leave payable upon separation, will be distributed as a lump sum on the final paycheck which will be issued after the

D.5.2.3 (Procedure) Severance Benefits

Responsible Department: Talent, Organization & Strategic Innovation

Based on Board Policy: D.5.2 - Benefits

Approved: 10-26-10

Last Amended: 10-26-10, 11-14-2022

last day worked.

D.5.2.3 (Procedure) Severance Benefits

Responsible Department: Talent, Organization & Strategic Innovation

Based on Board Policy: D.5.2 - Benefits

Approved: 10-26-10

Last Amended: 10-26-10, 11-14-2022

Reemployment

Employees who have received Severance Benefits are not eligible for reemployment until the notice period and severance period (1 week per year of service up to 12 weeks) have been exhausted or an agreement to reimburse severance pay for remaining weeks has been made. If reemployed within 14 weeks of severance pay the employee shall reimburse the District any Severance Pay exceeding pay for the period of time the employee was not working.

Exceptions

Exceptions to this procedure may be granted by the Chancellor but any exceptions granted must be promptly reported to the Board of Trustees.

This procedure and the Severance Benefits set forth herein are subject to immediate discontinuation if the financial resources of the District or operating condition are not sufficient to support the projected expense.