

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Employee Voluntary Separation

DIVISION: Human Resources

CATEGORY: Personnel

REFERENCE: Age Discrimination in Employment Act, 1986 and
The Older Workers Benefit Protection Act, 1990

NUMBER: BP-429

APPROVAL/DATE: F. Lynne Klemke, President, WCCA Board of Governors
Date: April 15, 2020

Purpose

To establish a policy defining the various types of voluntary separations that may occur between the College and an employee. This policy also charges the College President and his/her designee to create a procedure to ensure federal and state laws related to voluntary separations are adhered to.

Scope

Applies to all Western Nebraska Community College employees.

Policy

The College shall accept any voluntary separation between any WNCC employee who:

- Is eligible and has decided to retire from the College. This policy and procedure shall be in compliance with federal and state laws.
- Has decided to resign his/her position.

At the time of separation, it shall be the policy of the Board to pay the employee the remaining earned vacation, personal time, and compensatory time at his/her regular hourly rate on the next available payroll.

Applicability

Employees who notify the Human Resources Office that they have decided to retire must meet the parameters outlined in the Board Policy BP-419 (Employee Retirement Eligibility).

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Adoption Date and Board of Governors' Minutes Item Number: 1979 and 1992

Revision Date and Board of Governors' Minutes Item Number: April 15, 2020 Agenda Item L (3)

Prior Policy Number:

Divisions/Department Responsible for Review and Update: Human Resources

Repeal Date and Board of Governors' Minutes Item Number: April 15, 2020 Agenda Item L (4) (a-c)

420.0500.79 Resignation (Support Staff)

420.0900.79 Separation Pay (Support Staff)

450.0250.92 Early Release from Employment Contract (Administrative/Professional Staff)