

CCS Administrative Procedure

2.20.01 – D Early Notification of Intent to Separate from Employment

Implementing Board Policy [2.20.01](#)

Contact: Human Resources

1.0 Early Notification of Intent to Separate From Employment Objective (summary of Board of Trustees Policy 2.20.01)

Community Colleges of Spokane is committed to recruiting and retaining globally competent and highly qualified faculty and staff at all levels of the organization, employing merit based and participatory processes to achieve this goal. CCS believes this process is made more efficient by advance notice of vacancies. Advance notice will provide CCS sufficient time to consider, recruit, screen and select new employees. Compensation practices designed to assist in this regard have been established for exempt and faculty positions, as outlined in this procedure.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

2.1 Exempt staff: any full-time, annually contracted executive, administrator, confidential exempt and/or professional exempt employee.

2.2 Academic Employee: any CCS tenured teacher, counselor or librarian.

3.0 Early Notification Process

3.1 **Exempt Staff**: After a minimum of three years of full-time employment, any exempt employee who intends to permanently separate from Community Colleges of Spokane employment may receive an incentive remuneration, the amount of which will be set by the chancellor/chief executive officer.

3.1.1 The employee must apply to and receive approval from the appropriate Appointing Authority by providing written notice of separation and executing an early notification agreement at least six (6) calendar months prior to the effective separation date.

3.1.1.1 The Appointing Authority may deny the early notification request by refusing to sign the agreement. The employee will be notified of this decision, which is final and binding and not subject to review or appeal.

3.1.2 To qualify for remuneration, the employee must remain in paid status for the entire period from the date of the executed agreement through the separation date, unless specifically waived by the Appointing Authority.

3.1.3 Such incentive remuneration shall be included in the employee's final salary payment. Any remuneration received pursuant to this policy shall be expressly excluded from retirement plan calculations.

3.2 **Academic Employee**: An academic employee's early notification to retire or otherwise terminate his/her employment with CCS may result in a one-time incentive remuneration of \$6,000, providing the following elements are met:

3.2.1 All tenured academic employees are eligible.

3.2.2 A written notice of the employee's intent to retire must be submitted to the Human Resources Office prior to November 1 of the current academic year. The

Human Resources Office will issue an early notification agreement that must be signed by the appropriate unit administrator/executive and returned to the Human Resources Office within 21 calendar days.

- 3.2.3 The current academic year will be the final year of full-time employment.
- 3.2.4 Such incentive remuneration shall be included in the employee's final salary payment. Any remuneration received pursuant to this policy shall be expressly excluded from any retirement plan calculations..
- 3.2.5 The agreement is irrevocable except in cases of unexpected financial emergency.
- 3.2.6 These provisions are superseded by any changes to the related provisions of the applicable collective bargaining agreement.

Originated: June 2005, Revised September 2009

Cabinet approval: June 2005