

## **D.5.2 (Policy) Benefits**

Responsible Department: Human Resources

Board Adoption: 4-28-09

Last Board Action: 10-26-10

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### **Generally**

The College District offers a comprehensive benefits package for all benefits-eligible employees that complies with state and federally-mandated programs and optional benefit plans. The College District shall comply with the eligibility rules prescribed by the state and federal governments.

### **Severance Benefits**

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 possible. While the College District is committed to the preservation of employment and the reduction of the workforce through normal attrition, severance benefits are available in case it is not possible to assign a displaced employee to another comparable position. Eligible employees will be provided all benefits and compensation normally provided to separating employees and COBRA insurance continuation options. Subject to receipt by the District of a fully-executed release of all claims in acceptable form eligible employees will also be provided:

1. two (2) calendar weeks of notice or pay in-lieu-of notice;
2. one (1) week of severance pay for each year of full-time service, not to exceed 12 calendar weeks, which will be provided at the final base salary rate (excluding any other forms of additional pay); and
3. outplacement assistance/career counseling services of the Human Resources department.

Procedures: [D.5.2.1 Benefits](#), [D.5.2.2 Employee Assistance Program](#) and [D.5.2.3 Severance Benefits](#)

*Legal Reference - TACC Policy Reference Manual*

CKC(LEGAL) - Insurance and Annuities Management: Deferred Compensation and Annuities

CKD(LEGAL) - Insurance and Annuities Management: Health and Life Insurance

CDDA(LEGAL) - Payroll Procedures: Salary Deductions