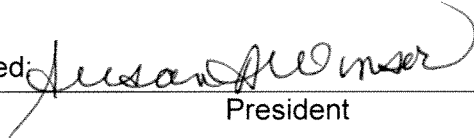
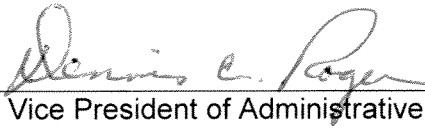


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	VOLUNTARY SEPARATION PROGRAM	Procedure Number:	3-1-106.2
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:	8-1-100.1		
Governing ATC Policy:	3-1-106		

Approved:  President  Vice President of Administrative Services

Date Adopted: 05/12/2008
Date Revised:

I. PURPOSE

The purpose of the voluntary separation program is to provide Aiken Technical College (ATC) the option of implementing a program to realign resources and/or permanently downsize based on the ability to demonstrate recurring cost savings. The intent of this procedure is to be used as a management tool and is not designed as a universal employee benefit. ATC may opt to utilize the Voluntary Separation Program (VSP) through the development of a written plan (which must be developed in accordance with the Budget and Control, Office of Human Resources' model found at www.state.sc.us/ohr) to be submitted through the System Office's Human Resource Services to the Budget and Control Board, Division of Budget and Analyses. Approval will be based on ATC's President's ability to demonstrate recurring cost savings within a two (2) fiscal year period through the written plan.

The following minimum program requirements must be incorporated in the College's VSP plan.

II. PARTICIPATION ELIGIBILITY

- A. The ATC President has the responsibility to determine and specify the division/departments/classifications that will be affected by realigning resources, reorganizing, or permanent downsizing.
- B. Only employees in a full-time equivalent (FTE) position in the affected areas as identified in A (above) may be eligible for the VSP.

- C. Employees who submit a notice or resignation, which has been accepted by the College prior to the effective date of the program, are not eligible to participate in the College VSP.
- D. Employees, who are not eligible for health and dental benefits prior to applying for the program, would not be eligible for those benefits through participation in the VSP.
- E. The ATC President is not eligible to participate in the VSP.
- F. Employees currently participating in the Teacher and Employee Retirement Incentive (TERI) program are eligible to participate in the VSP and thereafter must separate from employment with the state.
- G. Employees participating in the VSP are not eligible to continue employment in the TERI program.
- H. Employees participating in a Retirement Incentive Program (RIP) plan, in accordance with Sections 9-1-1140 (l) and 9-11-50 (l) of the South Carolina Code of Laws, are not eligible to participate in the VSP.
- I. Eligible employees who wish to participate in the VSP must indicate their intent through the completion and submission of the "Agreement and Release" form to the ATC Human Resource Office by the date specified in the approved plan.
- J. All decisions to request participation in the VSP are voluntary by each eligible employee. Employees participating in the VSP shall be considered to have voluntarily quit their employment without good cause and will be subject to the provisions of Section 41-35-120 (l) of the South Carolina Employment Security Law.
- K. All decisions concerning approval of participants are within the discretion of the College President and in accordance with policy and procedure and the approved VSP plan. ATC may declare an employee or categories of job classifications ineligible based on financial considerations or on the business needs of the organization to retain the employee(s) in order for the College to continue its mission. The decision of the ATC President is final.

III. PROGRAM COMPONENTS

- A. The ATC President has the overall responsibility for the implementation of the program.
- B. The College must fund the program within existing funds.
- C. The program may be implemented based on the College's ability to demonstrate recurring cost savings for realignment and or permanent downsizing.

- D. Implementation of the program will be based on fair and objective criteria developed by the College.
- E. An employee who elected and was approved to participate in the program will agree to:
 - 1. Voluntarily resign or retire from the College on or before the program effective date.
 - 2. Not become employed with the State of South Carolina in an FTE position for a period of two (2) years from the date of separation unless the employee reimburses the College from which the employee separated on a pro-rata basis for the benefits received.
 - 3. If retiring, shall not become employed with the State of South Carolina in an adjunct or temporary capacity for at least sixty (60) days.
- F. Participating employees may receive the following benefits:
 - 1. Separation payment not to exceed one year's base salary; and
 - 2. Employer portion of health and dental benefits for up to one year, unless the employee otherwise becomes eligible for such benefits.
 - 3. In addition, employees will receive payment for unused annual leave/faculty non-work day balances as provided for in the State Human Resources Regulations.
- G. Individuals who are eligible to participate in the VSP must apply by the date specified by the College's approved plan.
- H. The eligible employees may have up to forty-five (45) days to consider whether to participate in the VSP.
- I. In accordance with the Age Discrimination in Employment Act and the Older Workers Benefit Protection Act, eligible employees will have seven (7) days from the date of their acceptance to revoke the agreement.
- J. All decision made under this program by employees to retire or resign are voluntary and are not considered grievable or appealable actions.

IV. APPROVAL AND REPORTING

- A. VSPs may be developed in consultation with the SBTCE, Office of Human Resource Services and the Budget and Control Board, Office of Human Resources.
- B. The ATC President and Director of the Division of Budget and Analyses must approve the plan based on the ability to demonstrate recurring cost savings for realignment and/or permanent downsizing resulting in a reduction of full-time equivalent positions.

C. Upon final approval of the VSP plan the College shall notify all eligible employees of the program and the process for participation.

Procedure Review		
Review Date	Reviewed By	Date Completed
05/12/2013		