
SUBJECT: PAYMENT IN LIEU OF NOTICE OF TERMINATION (STAFF ONLY)

1.0 POLICY

- 1.1. Payment in lieu of notice of termination does not constitute compensation, and where applicable will be paid in addition to accrued salary, wages, and unused vacation time.
- 1.2. When it is necessary for the College to effect a reduction in work force, or to terminate a regular staff member for reasons other than cause, each regular full-time staff member who is to be laid off will ordinarily be given notice according to **Policy 13.2.13.1**.
- 1.3. If the required advance notice is not given, or is given for a shorter period than provided under **Policy 13.2.13.1**, payment in lieu of notice will be given.
- 1.4. An employee is not eligible for payment in lieu of notice of termination if (a) he or she is a part-time, temporary or probationary staff member, or (b) the termination is for cause.
- 1.5. Payment in lieu of notice of termination is not available to employees whose termination is voluntary.
- 1.6. Payment in lieu of notice of termination is not considered part of the regular rate used to compute overtime payments due upon termination, and cannot be used to reduce any other payments due to the employee, such as accrued overtime, and accrued but unused vacation time. Payment in lieu of notice will be subject to FICA and income tax withholding, but will not be subject to institutional benefits and does not extend the employment period beyond the effective date of termination.