

Title: VERP Alternative Dates for Special Circumstances	Procedure Number: 6-E	Page 1 of 1
Board Policy or Policies: 6.26	Adopted by: Carrie Besnette Hauser, President Date of Last Revision: July 5, 2016	

The purpose of this procedure is to clarify possible actions by the College in response to circumstances when employees eligible for Voluntary Early Retirement Program (VERP) are affected by serious unforeseen situations that modify their ability to fulfill their planned retirement date.

Procedure: During the VERP closeout period of April 1, 2014 through June 30, 2019, employees eligible for retirement and payment of the VERP payout (the “VERP Date”) may move their requested retirement date up with approval from the College President. In addition the College President may change requested VERP dates in order to assist the college with replacing the position or other similar business reasons provided the date to which the employee’s retirement is moved still enables the employee to receive the full amount of the payout for which they were eligible on the date originally requested.

In addition, employees eligible for VERP may experience special circumstances that may require the College to evaluate due to unexpected circumstances. The College may, in its sole discretion, allow a change to the VERP Date upon request by an employee with evidence of the following special circumstances:

1. A serious medical condition verified by medical documentation that results in partial or total disability of the employee, or any serious medical condition of sufficient magnitude, resulting in the employee being unable to satisfy their employment obligations.
 - a. Employee may request a revision to their requested VERP retirement date
 - b. The requested VERP date may result in the final work date falling short of the employee completing the entire 15 year minimum. In such cases, if the new retirement date is caused the serious medical condition, the College may in its sole discretion waive the 15-year minimum requirement.
2. Death of the employee prior to the request VERP retirement date.
 - a. Employee’s VERP payout amount will be payable to the Employee’s Estate
3. Death of an immediate family member or any change of circumstances requiring the employee to resign their employment with the College prior to the scheduled VERP retirement date.