

COLORADO COLLEGE
STAFF VOLUNTARY TRANSITION PROGRAM
January 27, 2009

What is the purpose of the program?

The Staff Voluntary Transition Program is designed to provide a financial incentive to current employees who choose to end their employment at the college during the month of March 2009. As the President has previously discussed with the campus, the recent extraordinary economic downturn has had a significant impact on the operational and budgetary goals of the college and this Program is being offered to assist the college with future budget preparations.

Who is eligible to participate?

Full- and part-time benefit-eligible staff with at least 6 months of service with the college as of February 1, 2009 are eligible to apply for the voluntary program. An employee's hire date must be prior to August 1, 2008 to be eligible. One-year appointments and paraprofessional positions are not eligible to participate.

What is the incentive to participate?

The college will offer two payments: 1) a lump-sum payment of between four and six month's salary, depending on an employee's length of service, and 2) a lump-sum payment of \$500 for each year (or part thereof) of service, up to a maximum of \$5,000. See table below:

<u>Salary Pay-Out</u>		<u>Years of Service Pay-Out</u>	
10+ years	= 6 months	6 months – 1 year	\$500
5-9 years	= 5 months	1 – 2 years	\$1,000
6 mos. – 4 years	= 4 months	2 – 3 years	\$1,500
		3 – 4 years	\$2,000
		4 – 5 years	\$2,500
		5 – 6 years	\$3,000
		6 – 7 years	\$3,500
		7 – 8 years	\$4,000
		8 – 9 years	\$4,500
		9+ years	\$5,000

When may I apply?

The application period will begin at 9:00 a.m. on Monday, February 2, 2009 and end at 4:30 p.m. on Friday, February 20, 2009. No applications will be accepted after 4:30 p.m. on Friday, February 20, 2009. You will be notified no later than February 27, 2009 if your application has been accepted.

How do I apply?

An application form must be completed and submitted to the Human Resources Department no later than 4:30 p.m. on Friday, February 20, 2009. The application form will be available for print on http://www.coloradocollege.edu/news_events/budget, or you may pick one up at the Human Resources Department.

If I am eligible for retirement, may I still participate?

Yes. If you are accepted, any staff eligible for retirement as of February 27, 2009 will receive all of the college's current retirement benefits in addition to the severance incentives. If you become retirement eligible after February 27, 2009 but before July 1, 2009, you will need to discuss your situation with the Human Resources Office.

Who do I talk with if I have questions about the program?

A follow-up document, "Frequently Asked Questions", will be available this Friday, January 30, 2009, at http://www.coloradocollege.edu/news_events/budget. The Human Resources Department is administering the program and all questions are to be directed to any of the following: Barbara Wilson, Pam Butler, or Shaleen Prehm. Your supervisors and managers will refer all your questions to the Human Resources Department.

ALL SESSIONS LISTED BELOW WILL BE OFFERED IN THE WES ROOM

Information Sessions, Human Resources (1 hour)

(No RSVP is necessary)

Monday, February 2	10:00 – 11:00 a.m. 2:00 – 3:00 p.m.
Tuesday, February 3	1:30 – 2:30 p.m.
Wednesday, February 4	3:30 – 4:30 p.m.
Thursday, February 5	9:00 – 10:00 a.m.
Friday, February 6	10:00 – 11:00 a.m. 2:00 – 3:00 p.m.

NOTE: During this week, Human Resources will also meet with each division to present the information session.

EAP Sessions, Steve Tuckers, Director Profile EAP

(RSVP to Human Resources, x. 6421)

Caring for Yourself during Times of Transition (1 hour)

Wednesday, February 4	10:00 – 11:00 a.m.
Thursday, February 5	1:00 – 2:00 p.m.

Supervisors – Leading in Difficult Times (2 hours)

Monday, February 9	10:00 a.m. – 12:00 p.m.
Tuesday, February 10	1:00 – 2:00 p.m.

Additional sessions on retirement planning (TIAA-CREF), benefits including EMERITI, and Career Counseling will be offered in February. Dates will be announced soon.