

Human Resources
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Applying for the Voluntary Separation Incentive Payment

What is the process for the VSI?

Step	Action	Important dates
Step One	Read the provided VSI plan information , Detailed MOU , and the Tenure Purchase Agreement Template .	
Step Two	If you would like to proceed, complete the Notice of Interest form. This is an online form - fill out your information, your intended separation date and whether you will be retiring or resigning.	Submit on or before 12/7/2023
Step Three	HR will complete the bottom section of the form and review your eligibility. You will receive a confirmation email when HR has signed.	Response will usually be within 2 days or 12/31/2023 at the latest
Step Three	After you receive the signed confirmation regarding your eligibility to participate, if you are eligible you will receive a second document, a filled in version of the Tenure Purchase Agreement. This will have your name and salary grade. You will have until your indicated separation date to further review, sign and return the agreement.	
Step Four	Return the Tenure Purchase Agreement to Human Resources	Deadline 12/31/2023
Step Five	The payroll office will process the incentive payments. The payment date will depend on when the Tenure Purchase Agreement was submitted and your last day employed, and the 7-day consideration period has passed.	December 22, 2023 January 10, 2024 January 25, 2024

How do I participate in the Voluntary Separation Incentive program?

Complete the [Notice of Interest](#) form. The form will automatically be routed to Human Resources for review.

What is the deadline for participating?

The deadline to submit the [Notice of Interest](#) form is 12/7/2023.

Your last day of employment must be no later than 12/31/2023.

What salary step am I on?

You can look up your salary step in ctcLink:

ctcLink > HCM > Payroll > Compensation

Your salary step is also included on your annual faculty contract, for most faculty your annual contract was sent in June 2022.

Is there a cap on how many faculty can participate in the voluntary separation incentive program?

No, there is no cap on the number of faculty who can participate in this specific program.

How is eligibility determined?

Human Resources will determine your eligibility using this eligibility criteria:

- At least 5 years as tenured faculty
- In a state-funded position
- Not receiving any pension benefit from DRS
- No record of retirement announcement, has not resigned
- No pending disciplinary action

If you don't meet all these criteria you will receive a notice from Human Resources.

Will I be notified if I am ineligible to participate?

Human Resources will complete the bottom section of the Notice of Interest form and respond via email usually within 2 days, December 31st at the latest.

I am working a reduced load this year. Can I still apply? How much will I receive?

Yes, if you are eligible you can still receive a lump sum, it will be proportional to your current FTE %.

Completing and Returning the Tenure Purchase Agreement

What is the Tenure Purchase Agreement?

The Tenure Purchase Agreement is the formal legal agreement between you and the College that articulates the terms and conditions of what you and the College have agreed to with respect to the tenure buyout.

What is the deadline to return the Tenure Purchase Agreement?

December 31, 2023, or your last day of employment, whichever is sooner.

Can I change my mind?

Once the Tenure Purchase Agreement has been signed by you, you will have 7 days to rescind the agreement.

Returning to Work

Can I return to work for the College?

Yes.

If you elect to resign from your full-time tenured position, but not retire, you are eligible to work for the College as an associate faculty member as soon as winter quarter.

If you elect to retire from your full-time tenured position your eligibility to return to work for the College depends on whether or not you are accessing your retirement funds.

- Accessing retirement funds? You need to have a 6 month break in service before returning to work for EvCC.
- Not accessing retirement funds? You could work for the College starting in Winter quarter, no break in service required.

Do I have to fill out an employment application to become an associate faculty member?

No.

If I return to teach as an associate faculty, what associate faculty step will I be assigned to?

Full-time faculty are already assigned to an associate faculty step for moonlight classes (see Appendix D of the AFT CBA). You would remain on your current associate faculty step.

If I receive a separation incentive payment can I work at another college?

Yes.

Will I be assigned a class if I become associate faculty?

Possibly. Class assignments are made per 17.10 of the CBA. If you are interested in continuing to teach at EvCC make sure your department chair and dean are aware of your availability.

I was already scheduled to teach classes winter quarter. If I resign or retire and want to become associate faculty will I get these same classes?

Possibly. Class assignments are made per 17.10 of the CBA. If you are interested in continuing to teach at EvCC make sure your department chair and dean are aware of your availability.

What happens to the committees I am serving on?

Your dean will arrange for alternate representatives.

Resignation versus Retirement

What is the difference between resigning and retiring?

Resigning = ending your full-time employment with EvCC.

Retiring = your sick leave balance will be paid into a VEBA account, at a rate of one hour for every four hours of sick leave, and you have the option to enroll in, or defer enrollment in, PEBB Retiree health coverage.

Which retirement plan am I in?

To check your retirement plan login to ctcLink > HCM > Benefit Details

Am I eligible to retire?

If you are enrolled in the State Board Retirement Plan (administered by TIAA) the retirement age is 55 or 30 years of service. For more information: [SBRP Summary Plan Description](#)

To login to TIAA: <https://www.tiaa.org/public/tcm/sbctc/home>

If you are enrolled in the TRS3 retirement plan retirement eligibility depends on age:

<https://www.drs.wa.gov/plan/trs3/>

To login to DRS: <https://www.drs.wa.gov/>

How do I contact TIAA?

Contact [TIAA](#) or call 1-800-842-2776.

How do I contact the Department of Retirement Systems?

Use your online account at drs.wa.gov or phone: 800-547-6657 or 360-664-7000

Sick Leave Balances

What happens to my sick leave if I retire?

If you retire, the balance of your sick leave will be paid at a rate of 1 hour for every 4 hours of leave into a VEBA Health Reimbursement Account.

What happens to my sick leave if I resign?

If you resign, your sick leave stays with the College for 5 years. If you return to work for the College within 5 years then the sick leave balance is reinstated. If you work for another state agency or WA Higher Education institution, your sick leave can be transferred. It is up to the policy of the receiving institution how many hours they receive (some take the whole amount, some have a cap on the number of hours).

How much sick leave do I have?

To check your sick leave balance login to ctcLink > HCM > Time > Absence Balances

CSL = Sick leave eligible for payment to VEBA account on retirement (1:4)

NSL = Non-compensable sick leave, not eligible for payout on retirement

Where can I find out more information about VEBA?

[Voluntary Employee Benefits](#) brochure

A VEBA account is a health reimbursement account. The funds in the account can be used for medical expenses in retirement.

Benefits

What happens to my benefits if I resign?

If you resign your eligibility for state benefits will end 12/31/2023.

What happens to my benefits if I retire?

If you retire you will be eligible to continue coverage under [PEBB Retiree Benefits](#). You have 60 days from 12/31/2023 to elect or waive retiree coverage.

If I become an associate faculty member what happens to my benefits?

As an associate faculty there are a number of ways to continue eligibility for PEBB benefits. This document provides more detail: [Associate Faculty Benefits Eligibility Guide](#)

Separation Logistics

[Separations checklist](#)

What happens to my Everett Community College email account?

Your EvCC email account will be disabled as of 12/31/2023. If you are returning as Associate Faculty, your account will be updated in the directory.

Can I still access ctcLink for paystub information?

Yes, you will still have access to your Employee and Payroll Information in ctcLink.

When do I have to remove personal items from my office?

All personal items should be removed from campus by 12/31/2023.

Can I leave any personal items in my office if I am returning to teach as associate faculty?

We ask that all personal items be removed since your office location as an associate faculty member will most likely change. Work with your dean.

Can I apply for unemployment benefits?

No, part of the agreement is that you are not eligible to apply for unemployment benefits.