



Voluntary Separation Incentive Program

Program Eligibility:

Full-time professional employees (faculty, professional and management confidential staff) with either permanent or continuing appointment (if applicable to classification) and fifteen years or more of service. Employees in Appendix A titles who are serving in a second five-year term appointment or greater and meet the service requirement are also eligible for the program.

Employees who submitted notice of resignation or retirement prior to the announcement of this program are **not** eligible to participate in the Voluntary Separation Incentive Program.

Program:

The program enables employees to take a Title F leave for a specific duration as identified below. During the leave period an assignment consistent with Title F requirements shall be performed. The employee's separation from the College becomes effective at the conclusion of the Title F leave period. The Title F assignment will be determined by the supervisor and the employee.

The leave period is based on the employee's years of service, as follows:

- Employees with 15 – 29.9 years of service shall have a phased separation period for 4 months.
- Employees with 30 or more years of service shall have a phased separation period for 6 months.

Participation in the program is strictly voluntary and is subject to management approval. Decisions will be based on the operating needs of the campus.

Application Deadlines:

1. Applications must be submitted by no later than May 31, 2010 for professional staff wishing to begin the paid leave commencing beginning of business July 1, 2010 or for faculty commencing leave on beginning of business September 1, 2010.
2. Applications must be submitted by no later than September 1, 2010 for professional staff wishing to begin the paid leave commencing on or about January 1, 2011. All voluntary separations will be effective no later than beginning of business July 1, 2011 (professionals) or beginning of business September 1, 2011 (faculty.)

Bargaining Unit – Professional staff and faculty who take advantage of this program remain represented by the United University Professions and are covered by the Agreement between UUP and the State of New York.

Salary – Employees will receive full salary during the Title F leave. At the conclusion of the Title F leave, the voluntarily resignation from the College will take effect. There is no further expectation of salary after the date of separation.

Negotiated salary increases – Employees remain eligible for negotiated across-the-board salary increases during the period of the individual’s program. There is no further expectation of salary after the date of separation.

Benefits – There are no changes to employee benefits during the period of the individual’s program. Upon separation, there is no expectation of benefits unless the individual is eligible for retirement benefits. Employees may also be eligible for extended benefits through the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Sick and vacation leave – Vacation leave and sick leave credits shall not be accrued or used during the period of title F leave.

Appointment status – Employee’s voluntary resignation will be effective at the end of the leave period.

Vacation accrual bank – Upon separation, the employee shall be compensated for such accumulated and unused vacation leave credits not to exceed a maximum of 30 days, such payment to be computed on the basis of the basic annual salary otherwise payable.

Application Process:

Employees wishing to participate in the Voluntary Separation Incentive Program must complete the Voluntary Separation Incentive Application Form and forward it to their supervisor. The employee shall develop a work assignment for the length of the program period in consultation with the Department Chair/Supervisor and submit it to the respective Provost or Vice President for review and approval. Final approval of all requests shall rest with the President. Applications must be submitted using the application deadlines identified above.

Upon approval of the program, the employee will submit an irrevocable letter of resignation. Employees who meet eligibility requirements for retirement may designate the resignation as retirement.

Related Forms:

To be completed by department/or respective Vice President’s office.

- Form G and UP3 must be completed for the Title F leave.
- Form G must be completed for the resignation/retirement and shall be attached to the letter of resignation.