



**The College at Brockport**

**Category:**

Office of Human Resources

**Responsible Office:**

**Human Resources**

**Policy Title:**

Voluntary Separation Incentive Program  
for faculty, non-teaching professionals, and M/C  
professional employees

**Policy:**

This program is open to full-time faculty, non-teaching professionals, and MC professional staff members that meet the eligibility criteria. Participation allows eligible employees to receive, in exchange for a binding agreement to separate, either six months Title F Leave at full pay (staff) or one semester Title F Leave at full pay (faculty). Faculty and professional staff who are already participating in a bridge-to-retirement program or other voluntary retirement program, or who have already submitted requests to separate or retire are not eligible.

***Note: All who apply for participation will be approved. Eligible employees will be notified directly.***

Eligibility:

- Current full-time active status as a College faculty member, non-teaching professional or M/C professional.
  - Participant must attain age 50 by December 31, 2010 and have 10 years of SUNY service by December 31, 2010.
- OR
- Participant must have 25 years of SUNY service by December 31, 2010.

\*Note: Eligibility for retiree health insurance is age 55 with ten years of benefits eligible service

Program Notes:

- Benefits – Participants remain enrolled as active employees in all benefits programs, including retirement.
  - For Optional Retirement Program (TIAA-CREF) participants, this means retirement contributions made by the state on behalf of the employees will continue until such time as the employee separates.
  - For Employees' Retirement System (ERS) or Teachers' Retirement System (TRS) participants, this means they will continue to be reported to ERS/TRS until such time as the employee separates.
  - There will be no change in health, dental, and vision coverage until such time as the employee separates.
- Negotiated salary increases – Voluntary Separation Incentive Program participants remain eligible for negotiated across-the-board salary increases.
- Members of a union who take advantage of this program will retain their union affiliation and are covered by any Agreement between said union and the State of New York.
- Vacation and Sick Leave – Participants will cease accruing vacation and/or sick leave upon the commencement of the Title F Leave.

Applicants must carefully consider the implications of participation in this program. Separation is the end result of participation. Separation is a serious matter and should be reviewed with great diligence. In many cases, the staff member should review their plans with tax advisors, retirement system representatives, benefits staff or financial planners before making the decision to apply.

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#### **Procedure for Faculty:**

1. Application deadlines – ALL required materials must be received in the Office of Human Resources by:  
April 1, 2010 for a leave effective for the fall 2010 semester.  
OR  
September 15, 2010 for a leave effective for the spring 2011 semester.
  2. Application package materials to be completed by applicant and forwarded to the Department Chair:
    - A. Title F Leave Request form
    - B. Letter of intent to separate and effective date (date will correspond to the completion date of participation in program)
  3. Department Chair develops two appointment forms:
    - A. First appointment form will indicate the effective start date of the Title F Leave, which is the first day of classes for either the fall 2010 or spring 2011 semester.
    - B. Second appointment form will indicate the effective date of separation, which will be **no later than August 31, 2011.**
  4. Department Chair sends ALL materials to the Dean for signature; the Dean sends ALL materials to the Provost for signature; the Provost sends ALL materials to the Office of Human Resources.
  5. Office of Human Resources sends Applicant an official letter of acceptance with copies to the Department Chair, Dean and Provost.
- \*Note: You may submit your application any time prior to the above deadlines
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#### **Procedure for Non-Teaching Professional or M/C Professional Staff:**

1. Application deadlines – ALL required materials must be received in the Office of Human Resources by:  
April 1, 2010 with a leave starting date between July 1, 2010 and September 1, 2010.  
OR  
September 15, 2010 with a leave starting date between December 1, 2010 and January 1, 2011.  
No leaves may begin between September 2, 2010 and November 30, 2010 or after January 2, 2011.
  2. Application package materials to be completed by applicant and forwarded to the Supervisor/Department Head:
    - A. Title F Leave Request form
    - B. Letter of intent to separate and effective date (date will correspond to the completion date of participation in program)
  3. Supervisor/Department Head develops two appointment forms:
    - A. First appointment form will indicate the effective start date of the Title F Leave, which must be between July 1, 2010 and September 1, 2010 or between December 1, 2010 and January 1, 2011.
    - B. Second appointment form will indicate the effective date of separation, which will be **no later than June 30, 2011.**
  4. Supervisor/Department Head sends ALL materials to the AVP/Dean for signature; the AVP/Dean sends ALL materials to the Provost/Vice President for signature; the Provost/Vice President sends ALL materials to the Office of Human Resources.
  5. Office of Human Resources sends Applicant an official letter of acceptance with copies to the Department Head, AVP/Dean and Provost/Vice President.
- \*Note: You may submit your application any time prior to the above deadline

#### **Forms:**

Title F Leave Form: <http://www.brockport.edu/hr/forms/documents/titlefincntive>