

 <p>The College at Brockport State University of New York</p> <p>Category: Office of Human Resource</p> <p>Responsible Office: Human Resources</p>	<p>Policy Title: Voluntary Separation Incentive Program for Faculty, Non-Teaching Professionals and M/C Employees - 2011</p>
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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 on sabbatical are eligible to apply. Faculty and professional staff who are already participating in a bridge-to-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 (including those on sabbatical), non-teaching professional or M/C professional.
- Participant must attain age 58 by December 31, 2011 and have 10 years of SUNY service by December 31, 2011.

*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) Tier 1 participants, this means they will continue to be reported to ERS/TRS until such time as the employee separates. For Teachers’ Retirement System members other than Tier 1, any payments to a member of this system which is directly tied to your resignation will be considered termination pay and does not receive service credit.
 - 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.

Participants on Title F Leave will not be eligible to receive any additional pay or extra service compensation for the duration of the leave.

Procedure for Faculty:

1. Application deadlines – ALL required materials must be received in the Office of Human Resources by:

April 30, 2011 for a leave effective the Fall 2011 semester.

OR

August 1, 2011 for a leave effective the Spring 2012 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, September 1, 2011 for fall 2011 Leave or March 1, 2012 for spring 2012 Leave. Please contact the Office of Human Resources with any questions
- B. Second appointment form will indicate the effective date of separation, which will be **no later than August 31, 2012.**

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.

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 30, 2011 for a leave effective September 1, 2011.

OR

August 1, 2011 for a leave effective January 1, 2012.

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 either September 1, 2011 or January 1, 2012.
 - B. Second appointment form will indicate the effective date of separation, which will be **no later than June 30, 2012.**
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.

Resources:

Forms: Title F Leave Form: <http://www.brockport.edu/hr/forms/documents/vsip2011.doc>