UNIVERSITY OF COLORADO
System Administration
Voluntary Separation Incentive Program
October 2010

A Voluntary Separation Incentive Program (VSIP) is approved for University of Colorado System Administration ("University") state classified employees who voluntarily terminate University employment in lieu of anticipated or real layoff due to lack of work, lack of funds or reorganization. The VSIP is permitted by State Personnel Director's Rule 3-52 and provides a financial incentive, i.e., separation incentive, to employees who waive their retention and reemployment rights associated with their current employment during the layoff process. Employees accepting a separation incentive retain their eligibility for reinstatement if they leave their employment in good standing, and may apply for other state positions. Probationary employees are not eligible for the VSIP. Use of VSIP will result in cost savings that would otherwise be achieved by layoffs and will eliminate a need for consequential bumping.

The VSIP is available to state classified employees who may be separated from service as a result of an anticipated layoff or layoff in progress or subsequent bumping process and is not an active PERA retiree. The authorization to approve separation incentives is delegated by the President to the Vice Presidents, Associate Vice Presidents and Assistant Vice Presidents for employees in her/his respective area and may not be further delegated. Use of the VSIP may be considered and recommended by appointing authorities and is subject to review and approval by the President, Vice President, Associate Vice Presidents and Assistant Vice Presidents, as appropriate.

The dollar amount of the separation incentive must be calculated using the base salary rate in effect on the employee's last day of employment. State classified employees who may be separated from service as the result of a layoff in progress or subsequent bumping process may be eligible for up to one week of pay for each full year of state service worked, not to exceed 18 weeks of the employee's base pay. The availability of funds within the offering department and the impact of expending funds for the VSIP on the department's ability to effectively conduct business shall be considered in determining the amount of separation incentive. Appointing authorities in the offering departments must review funding scenarios with the President, Vice Presidents, Associate Vice Presidents or Assistant Vice Presidents, based on oversight responsibility for the department.

An appointing authority and/or the employee who will be separated from service by a planned or layoff or subsequent bumping process may suggest use of the VSIP. The separation incentive can be negotiated by the appointing authority within the parameters identified in this plan with prior approval from the President, Vice Presidents, Associate Vice Presidents or Assistant Vice Presidents, as appropriate. Consultation with the System Administration Human Resources is an essential component of the implementation of the VSIP.

Separation Incentive Agreement and General Release. Based on the negotiated separation incentive (referenced above), a written VSIP Agreement and General Release ("Agreement") must be completed. Appointing authorities must contact System Administration Human Resources, (303) 860-5646 for additional information regarding establishment of the written agreement. Agreements must be approved by the Boulder Campus Human Resources, the appointing authority, and the President, Vice Presidents, Associate Vice Presidents or Assistant Vice Presidents, as appropriate.

The following procedures must be followed when implementing an Agreement:

- The appointing authority must submit the Agreement to System Administration Human Resources, for review prior to sending it to the respective President, Vice President, Associate Vice President or Assistant Vice President for approval.

- The System Administration Human Resources must submit the Agreement for review and approval to the President, Vice President, Associate Vice President or Assistant Vice President prior to the Agreement being presented to an employee for consideration.

- If actual layoffs are occurring, the affected employee(s) shall be advised in writing to consult with a lawyer and be given sixty (60) calendar days to consider the Agreement before signing. After signing the Agreement, the employee will have seven (7) calendar days to revoke the Agreement. The Agreement will not be effective until the end of this seven-day period.

- If anticipated layoffs are pending, the affected employee(s) shall be advised in writing to consult with a lawyer and given (7) calendar days to revoke the Agreement. The Agreement will not be effective until the end of this seven-day period.

- Fully executed Agreements must be sent to System Administration Human Resources.

- Employees accepting a separation incentive will receive payment of the agreed-upon separation incentive after the last date of employment and in accordance with the University's normal payroll process. Processing of the Separation Incentive payment will be entered into PeopleSoft HRMS by the respective departmental personnel payroll liaison.

System Administration Human Resources will monitor the VSIP activity. This information will be reported to the President and other officers as appropriate.

Bruce D. Benson, President

10/15/10
Date