

July 17, 2020

Dear Employees,

The College is offering a Voluntary Separation Incentive Program (VSIP) as approved by the Board of Trustees' Resolution #1605 on 6/18/2020 of which you may qualify.

If you are a full-time employee, age 55 or older on regular appointment who has completed ten (10) years or more of full-time continuous service at SUNY Broome Community College/Broome County immediately preceding your separation date you may be eligible to apply.

If you are a Bargaining Unit Member, your union has agreed to your possible participation by signing a Memorandum of Understanding which may be found and has been posted for your review, on My College. (My College; Employee Tab; Human Resources Documents; Union name/MOU).

Included with this correspondence are the following documents:

VSIP Irrevocable Letter of Resignation - Faculty:

Classroom Faculty: Must submit an irrevocable letter of resignation to the President & HR Officer on this College form not later than July 31, 2020 and separate from employment not later than August 10, 2020.

Non-classroom Faculty: Must submit an irrevocable letter of resignation to the President & HR Officer on this College form not later September 1, 2020, and separate from employment not later than September 28, 2020.

VSIP Letter of Intent to Separate/Retire - Non Faculty: "Must submit your Letter of Intent to separate/retire on this College form to the President & HR Officer no later than July 31, 2020."

VSIP Irrevocable Letter Resignation - Non Faculty: Must submit an irrevocable letter of resignation to the President & HR Officer on this College form not before September 1, 2020 and not later than September 28, 2020 and separate from employment not later than September 28, 2020.

Your letter should be submitted not later than at least ten (10) calendar days prior to your separation date to allow required review and processing time.

Procedures for Discussion of Retirement Issues:

This is an informative overview for all employees considering retirement with regard to your benefits and necessary actions that must be taken prior to leaving employment.

Please refer to your Bargaining Unit Contract or Admin/Management Confidential Rules for specific retiree benefits that may pertain to you.

Employees may opt to defer their incentive payment into a qualified plan.

Please contact Meg Smith at 778-5240 or smithmb@sunybroome.edu with questions.

Best regards,

Lynn M. Fedorchak

Human Resources Officer

Email: Fedorchaklm@sunybroome.edu

Office: 607-778-5319 Fax: 607-778-5482