

Utah State University 2020 Voluntary Separation Incentive Program (VSIP) Application Form

<b>Employee's Name:</b>	<b>Employee A#:</b>
<b>Employee's College or CL Code:</b>	
<b>Employee's Department Name or DP Code:</b>	
<b>Supervisor/Department Head Name (please print):</b>	
<b>Dean/VP Name (please print):</b>	
<b>Requested Voluntary Separation Date (between July 9, 2020 and June 30, 2021):</b>	

My signature indicates that I am self-nominating to apply for the limited, one-time only USU 2020 Voluntary Separation Incentive Program (VSIP). I understand that the VSIP program:

- Is not an entitlement;
- Is approved at the discretion of my respective Dean/VP; and
- Must either financially support current budget reduction requirements or create strategic opportunities for USU.

I further understand the window of opportunity to apply for this limited, one-time only Voluntary Separation Incentive Program **begins Thursday, July 09, 2020 and ends Thursday, October 1, 2020 at 5:00 pm** and that this signed application must be submitted to the Office of Human Resources during this time frame to be considered for approval. There will not be an extension of this deadline, nor will the University accept late applications.

If my application for participation in the VSIP is approved, I understand that I will be required to sign a Voluntary Separation Release Agreement with the University. The agreement will address the legal and institutional requirements for the VSIP; it will require the employee to release all claims against the University; it will address legal protections for the employee under such an agreement.

Forms may be completed electronically or manually. Completed forms can be emailed to [hr@usu.edu](mailto:hr@usu.edu), faxed to 435-797-1816, or brought to the HR office by calling 435-797-0122 to schedule an appointment to meet.

I elect to apply for the VSIP Group and Option as indicated by the checked box in the following table:

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**VSIP Option Selected**

<b>Employee's Printed Name:</b>			<b>Employee A#:</b>
<b>Group</b>	<b>VSIP Option Selected (Click One box)</b>	<b>Age</b>	<b>Incentive Options</b>
<b>A</b>	<input type="checkbox"/>	<b>At Least 65 with 5+ years of service</b>	Full retirement with an incentive of 50% of annual salary (Up to \$75,000). Incentive amount will be paid over 2 years.
<b>B</b>	<input type="checkbox"/>	<b>56 to &lt; 60 and eligible for Early Retirement</b>	Early Retirement Program ( <a href="#">USU Policy 349</a> )  AND  One-time incentive of 25% of annual salary (Up to \$50,000)
	OR		OR
	<input type="checkbox"/>		Early Retirement Program ( <a href="#">USU Policy 349</a> )  AND  Access to medical insurance "bridge" which begins on the last day of early retirement and ends at age 65 with premiums set at 50% higher than similarly situated active employees
<b>C</b>	<input type="checkbox"/>	<b>60 to &lt; 65 and eligible for Early Retirement</b>	Early Retirement Program ( <a href="#">USU Policy 349</a> )  AND  One-time incentive of 25% of annual salary (Up to \$50,000)
<b>D</b>	<input type="checkbox"/>	<b>60 to &lt; 65 with 5+ years of service, and NOT eligible for Early Retirement</b>	Access to medical insurance "bridge" until age 65 with premiums set at 50% higher than similarly situated active employees
<b>E</b>	<input type="checkbox"/>	<b>At Least 55 with 5+ years of service</b>	Phased Retirement Program ( <a href="#">USU Policy 368</a> )  AND  One-time incentive of 25% of annual salary (Up to \$50,000)
<b>F</b>	<input type="checkbox"/>	<b>Any Benefit-Eligible Employee</b>	One-time incentive of one week of pay for each full year of service Minimum: \$12,000    Maximum: Lesser of 26 weeks of pay or \$50,000
	OR		OR
	<input type="checkbox"/>		Voluntary FTE reduction

**Employee Signature:** \_\_\_\_\_