

## PERSONNEL

### Voluntary Separation Program

#### Purpose

The purpose of Voluntary Separation Program (VSP) is to provide certified personnel, meeting certain qualifications of years of service within the district, an opportunity to accept voluntary separation earlier than normal retirement. "Certified Personnel" is defined for this policy as teachers (preschool, classroom, specialist), counselors, psychologists, media specialists, speech pathologists, and administrators employed by the district.

#### Offer

On or before January 1 each school year, the Board of Education will decide if they will offer the Voluntary Separation Incentive or there are any limits to participation for that current school year. The district will notify certified staff members when that decision is made. If the Board does not act to offer the program before January 1, it is assumed the program will not be offered that school year.

#### Eligibility

Employment in the Springfield Platteview Community Schools for twenty (20) years as a certified staff member is required for participation. Part time employees will be figured at the individual FTE in determining credit.

Sabbatical, medical, and other leaves of absence approved by the Board of Education do not constitute creditable service for the voluntary separation program.

Creditable service is defined in accordance with the creditable service requirements of the Nebraska State Retirement System rounded down to the nearest full year.

An employee may participate in the Voluntary Separation Program only once.

An employee receiving benefits from the Long Term Disability plan is not eligible during that time.

An employee who has received written notice that his/her principal or supervisor does not intend to continue the employee's contract past the end of the current school year is not eligible.

Participation

The district shall notify all employees who are eligible for the voluntary separation incentive on or before January 15 and any deadlines for declaring participation in the voluntary separation program. No employee will be asked to decide voluntary separation participation without at least 45 days of notice.

The employee must declare his/her intent to participate in the voluntary separation program within 45 days from the notice. The employee must complete the VSP Application form. Any exceptions may be made with Board of Education approval.

Limits of Participation

The Board of Education, in its sole discretion, reserves the right to limit participation in the VSP based on district financial issues. If limits are necessary, the Board will determine the number of incentives to be offered, and notify certified staff members on or before January 1.

The Board will grant a preference if more applications are submitted than available incentives, to longest continuous service in Springfield Platteview Community Schools. In case of a tie, preferences will be decided, in order of importance, to 1) cost of staff member's schedule salary; 2) state and federal regulations, which may mandate certain employment practices; and 3) educational programs to be offered by the district.

Voluntary Separation Incentive

The participant receives payment based upon his/her last scheduled salary only, not including extended contracts, extra duty, etc.

Each payment will be equal to the percentage shown in the Voluntary Separation Incentive Distribution Table. Such payments shall be made annually for five years.

Voluntary Separation Incentive Distribution

<u>Years of Service as of Aug. 1</u>	<u>Distribution</u>
20 years or more	25% per year for 5 consecutive years

The first VSP incentive payment will be made September 20<sup>th</sup> in the year of separation. The remaining payments will be made on the anniversary of the first payment, until the full amount is paid.

All VSP Incentive and unused sick leave payments will be deposited in a special pay 403B plan for the participant. If the participant is 55 years or older, the participant may withdraw from the 403B fund as allowed by law. Participants under the age of 55 cannot withdraw from the 403B fund until the age of 55. Participants may not take incentives as cash payments.

Beneficiary

In the event of death of the participant during voluntary separation incentive period, the balance of the voluntary separation benefit due will be paid in one lump sum to the participant's beneficiary(ies) or estate at the next scheduled payment date.

Unused Sick Leave

Any teacher exercising this voluntary separation program will receive a payment equal to one half (1/2) of his/her accumulated sick days times (X) the current rate of substitute pay. This payment will be made in a September payment following the conclusion of his/her teaching for the district. This payment will be made only once.

Date of Adoption: December 11, 2017  
Last Revision: February 13, 2012  
Last Review: November 10, 2017

Legal Reference:

\_\_\_\_\_