



# CAMPUS CONVERSATION

2019 WVU VSIP PROGRAM

# WHAT WE WILL DO TODAY

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- / Timeline

# HOW TODAY WILL WORK

- / Hear from Paula and Cris
- / Open question-and-answer session

# BACKGROUND

- / West Virginia University is working to realign expenses and implement strategic budget initiatives to meet an overall target reduction of \$14.8 million through attrition, not filling vacancies and other reductions in expenses.
- / Among these efforts is a Voluntary Separation Incentive Plan (VSIP) program for faculty and staff.
- / Through the program, WVU may offer a lump-sum incentive payment to eligible faculty and staff, who in return would agree to separate from employment with the University either by resignation or retirement.

# BACKGROUND

- / The VSIP program is designed to provide our academic and business units the opportunity to adjust their workforces to offer more enhanced programming while also providing a cash incentive to eligible employees who may be thinking about retiring or leaving WVU to start a new career.
  - / Based on the number of employees eligible to retire and the number of inquiries we have received, the University recognizes many faculty and staff may be considering retirement but are uncertain whether they can do so financially.
  - / The VSIP program offers these individuals greater flexibility with their retirement options while also providing a potential cost savings for WVU at the same time.

# PROGRAM DETAILS: ELIGIBILITY

- / In general, the 2019 VSIP program is open to all faculty and staff across the WVU System who meet eligibility requirements, which include:
  - / The employee currently holds a **regular, benefits-eligible position** at the University; and
  - / The employee has **20 or more years of benefits-eligible service** (as of March 31, 2019).

**NOTE:** The 2019 VSIP program is not open to WVU Research Corp. or WVU Innovation Corporation employees; however, the program is open to WVU Research Office State employees who meet eligibility requirements. Further, employees with established employment end dates will not be eligible to participate in the program. Established employment end dates are dates now or in the future that have been documented in writing on or before April 18, 2019. Examples include, but are not limited to employees who have submitted written documentation of their plans to resign or retire on a specific date; or employees who have received official notice from the University regarding plans to end their employment on a specific date.

# PROGRAM DETAILS: EXIT DATE OPTIONS

- / Eligible faculty and staff will be provided two exit date options through the program:
  - / **December 31, 2019** (employees will receive a lump-sum incentive payment equal to **100% of their annual base salary** for their primary assignment); or
  - / **End of FY20 appointment or June 30, 2020, whichever comes first** (employees will receive a lump-sum incentive payment equal to **50% of their annual base salary** for their primary assignment).

**NOTE:** Alternative exit dates may be approved in limited situations and will require the approval of WVU administrators. Further, all payments through the VSIP program will be subject to required federal and state taxes and any other legally required deductions.

# PROGRAM DETAILS: TIMELINE

- / Eligible faculty and staff received an invitation via email to express their interest in the VSIP program on Monday, April 22.
- / Eligible employees will have until **Friday, May 10, at 5 p.m.** to make their interest known.
- / University administrators will review each expression of interest individually. However, operational needs and available funds will determine whether an employee who expresses interest in the VSIP program will receive an official offer.
- / All eligible employees who expressed interest in the program will be notified in early fall whether they will receive an official offer.



# PROGRAM DETAILS: TIMELINE

- / Employees who receive a VSIP offer will have 45-day consideration period in which they may choose to accept or reject the offer.
- / Employees who accept an offer will have an additional seven-day revocation period after submitting their paperwork in which they may choose to cancel their VSIP contract.
- / The first exit date option for eligible employees will be **December 31, 2019**.
- / The second exit date option for eligible employees will be at the end of their **FY20 appointment** or **June 30, 2020**, whichever comes first.

# PROGRAM DETAILS: TIMELINE

DATE	EVENT
April 22, 2019	2019 WVU VSIP program launches; interest period for eligible faculty and staff opens.
May 10, 2019 – 5 p.m.	Interest period for eligible faculty and staff closes.
May 11, 2019, through early September 2019	University administrators review expressions of interest and conduct an operational and financial assessment.
Early/mid-September 2019	Deliver approved offers to faculty and staff.
Mid-September through early November 2019	45-day consideration period for faculty and staff who receive an offer.
Dec. 31, 2019	Employee exit date one.
End of faculty/staff member's FY20 appointment or June 30, 2020, whichever comes first	Employee exit date two.

**QUESTIONS?**

# CONTACT INFORMATION

- / Visit [talentandculture.wvu.edu/vsip-program](https://talentandculture.wvu.edu/vsip-program) for more information on the VSIP program.
- / Contact the WVU Separation Incentives team at [WVUSeparationIncentives@mail.wvu.edu](mailto:WVUSeparationIncentives@mail.wvu.edu) or **304-293-4399** with any questions. You also may contact your HR Partner.
- / An archived version of this Campus Conversation will be available at [bureaucracybusters.wvu.edu/campus-conversation](https://bureaucracybusters.wvu.edu/campus-conversation).
- / You may continue to submit questions to [campusconversations@mail.wvu.edu](mailto:campusconversations@mail.wvu.edu).
- / Stay tuned for upcoming Campus Conversations.