



## University of Wisconsin-Stevens Point

Business Affairs  
Human Resources and Affirmative Action

Stevens Point WI 54481-3897  
715-346-2606 Fax 715-346-3698  
Email: [hr@uwsp.edu](mailto:hr@uwsp.edu)  
Web site: [www.uwsp.edu/hr](http://www.uwsp.edu/hr)

### Voluntary Separation Incentive Program Frequently Asked Questions

- Q. I received a letter notifying me that I am eligible to apply for consideration and outlining the Voluntary Separation Incentive Program. Am I required to apply for this program?**
- A. No, it is a purely voluntary program.
- Q. Who is eligible to apply for consideration?**
- A. UW Stevens Point active employees who, at the start of the program, April 2, 2015, meet all three of the following criteria, will be invited to participate:
1. Are currently appointed as a faculty member, academic staff member with an indefinite, rolling horizon or fixed-term renewable contract, unclassified limited appointee or classified permanent staff member.
  2. Are at least 55 years of age prior to July 1, 2015, are vested with the Wisconsin Retirement System (WRS) as of July 1, 2015 and are eligible to receive an annuity under the Wisconsin Retirement System (WRS).
  3. Have at least five years of service with UW-Stevens Point on or before July 1, 2015.
- Q. Who is not eligible for the program?**
- A:
1. Employees who are younger than 55 years of age as of July 1, 2015, Employees who have previously given written notice of intent to retire or resign prior to the start date of this program, April 2, 2015 are not eligible to participate in the VSIP.
  2. Student employees, rehired annuitants, classified LTEs, classified project appointment, classified staff on an original probationary period, or academic staff on fixed-term no-intent-to renew contracts are not eligible to participate in the VSIP.
- Q. What options for disbursement of the separation incentive payment are included in the Voluntary Separation Incentive Program?**
1. A lump sum payment.
  2. A contribution to an employee's Health Savings Account, 403(b), 457, Wisconsin Retirement System account, or similar plan that may be available to participants at the time of the separation payment.
  3. An Employee Trust Funds WRS Actuarial Reduction Program payment towards WRS years of service (for employees who are eligible for a retirement annuity involving an age reduction factor). If this method is selected, in whole or in part, the actual cost of this method will be subtracted from the total separation payment and UW Stevens Point will remit the amount due to ETF upon billing from ETF.

**Q. Can I take a combination of options?**

A. Yes, however no combination of the methods selected can exceed the 50% base salary calculation. Base salary will be based on total appointment FTE percentage and will not include overload, overtime, winterim, and/or summer payments; increases due to an interim assignment, or any other payments above base salary.

**Q. What is the deadline for me to submit the application for consideration?**

A. Applications for consideration must be submitted to the attention of Pam Dollard in Human Resources, no later than April 20, 2015.

**Q. If I submit an application for consideration, am I automatically selected?**

A. No. Campus Deans and Vice Chancellors will evaluate applications received in relation to VSIP objectives listed above and make recommendations to the Chancellor. The Chancellor's final decisions will be communicated to applicants no later than May 15, 2015. There is no expectation that all VSIP applications will be approved.

**Q. Can I withdraw my application for consideration after submitting it?**

A.. Yes, the application can be withdrawn up through the deadline of April 20, 2015.

**Q.. When will I be notified if I am selected?**

A.. The Chancellor's decision will be communicated to applicants no later than May 15, 2015. Once your application has been selected, a Separation Agreement will be prepared for you. You will have 45 days to sign and return the Separation Agreement.

**Q.. Can I change my mind after submitting my signed Separation Agreement?**

A.. You will have 7 days from the date you submitted your signed Separation Agreement to rescind your acceptance and withdraw it.

**Q., By what date will I have to be officially separated from employment with UW – Stevens Point?**

A. Effective dates of separation will be determined by the Chancellor in the best interest of the University. Dates of separation will be between July 3, 2015, and January 31, 2016.

**Q.. I have accrued leave accumulated; will I be able to use that to extend my last day of employment? What if my accrued leave takes me past the separation date listed above?**

A.. Accepted applicants will receive a payout of all accrued leave at the time of the Voluntary SIP separation date (i.e. vacation, ALRA, personal holiday)

**Q. After separation under the Voluntary Separation Incentive Program, may I be rehired by UW-Stevens Point in any capacity?**

A.. Voluntary SIP participants will not be eligible to be employed by UW-Stevens Point for 2 years from date of separation unless authorized by the Chancellor because of exigent circumstances. Date of separation is the last active day on the UW-Stevens Point payroll.

**Q. What benefits will employees receive after they separate from the university?**

A. Employees are eligible for benefits as prescribed through employee participation in Employee Trust

Funds and Wisconsin Retirement System which will vary based on years of service of individual employees.

**Q: If I am selected and accept the separation, may I accept employment at another institution or agency?**

A. Yes. Also, if the employer is a WRS employer, and you have begun your WRS annuity, you must comply with the rehired annuitant requirements.

**Q. Why is April 2, 2015, the date used for the salary base determination?**

A. April 2, 2015, is the date the Chancellor announced the Program.

**Q. If a person is eligible for the VSIP and looking at possibly retiring within the next 1-3 years, can they take advantage of the separation program, and then, within 1-2 years, retire? I there a time limit a person would have to wait from the date of separation until they move into retirement?**

A. An individual who accepts the separation does not need to immediately begin their WRS annuity. The timing of the start of the annuity will depend on the individual's circumstances.

**Q. Will the list of individuals invited or selected to participate be made public?**

A. This information will not be shared publicly, aside from perhaps the number of individuals invited and/or selected.

**Q: Are members of the Building Trades eligible to participate?**

A: Yes, if they meet the eligibility requirements of the program.

**Q. Does submitting an application obligate me to separate?**

A. No it does not. Submitting an application does not obligate you to separate. The Separation Agreement will be presented to those who are selected from among the applicants, and they will have the opportunity to take some time (45 days) to decide if they want to move forward at that point.

**Q. If I am selected and accept the separation, does that mean my position will not be filled?**

A. Not necessarily. The eligibility criteria is not limited to those whose functions may be reduced. There may be cost savings realized even if the position is filled or if there is a delay in filling the position.

**Q: If I apply for the program but I have a number of critical work projects coming up, how will that factor in?**

A: The needs of the institution will be a factor in the decision to accept an application and/or in determining a separation date.

**Q: Were invitations sent only to those people in departments that may lose positions?**

A: No, anyone who met the above eligibility criteria was invited, regardless of the location of their position.