



2024 Delhi Voluntary Separation Program (“DVSP”)

With Slightly Modified Dates

The strengths and achievements of SUNY Delhi often stem from the contributions of dedicated faculty and staff. The Acting President of SUNY Delhi and President’s Council are committed to seeking solutions to budget constraints that recognize the contributions of those who have helped develop and sustain our reputation for excellence. As such, the Campus is pleased to offer a one-time, local, Delhi Voluntary Separation Program (“DVSP”) to all SUNY Delhi *full-time* employees. It is important to note that this DVSP is but one part of a larger program to “right-size” SUNY Delhi’s operations, and that the entirety of the plan’s success is contingent on each part working to its fullest possibility.

SUNY Delhi employees who are in a full-time status effective January 1, 2024 with at least 10 years of full-time New York State (NYS) service and who are NYS retirement eligible as of **August 31, 2024**, may participate based upon the following table:

Years of Full-time Service	New York State Retirement Eligible	Lump-sum Payment of Base Salary as of January 1, 2024
10 - 14	Yes	20%
15 - 24	Yes	30%
25 +	Yes	50%

Eligibility

- To participate in the program, interested employees must meet eligibility requirements.
 - Full-time employees who are NYS retirement eligible, with at least 10 years full-time NYS service as of **August 31, 2024**, and in good standing at time of application may apply for the program.
- Eligible employees must complete the [Application to Participate Form](#) (“Application”) and hand-deliver said form to Human Resources (“HR”) by no later than Friday, **May 31, 2024**, by 4:00 p.m.
- Interested employees must participate in a mandatory consultation with HR to receive additional information on the DVSP (e.g.: lump-sum amount, health insurance, dental and vision coverage, sick leave calculation, etc.).

Pertinent Information

- The President or the campus executive administrator, e.g., Acting President, or Officer in Charge reserves the right to approve or deny any DVSP.
- Eligibility to participate or the submission of an application, does not guarantee approval.
- Full-time employees, on an approved leave (e.g.: Sabbatical, FMLA, etc.), are considered full-time for the purposes of eligibility for this program.
- An employee who has received formal written notice of an involuntary separation from Delhi is not eligible to participate.
- The date used to calculate years of State service will be **August 31, 2024**.
- The lump-sum payment for approved participants will be calculated using the employee's base annual salary as of January 1, 2024.

- Participation in the program is voluntary.
- Approved DVSP participants should anticipate that they will not be rehired by Delhi in any capacity.
- If interest in the DVSP exceeds available funds, approval of applicants will be made based on the needs of the College.
- The DVSP lump-sum distribution is taxable income from a non-state entity.
- Employees who are interested in reviewing their options are encouraged to seek counsel from their tax advisors, retirement system representatives, financial planner, the Social Security Administration, and SUNY (campus) benefits manager, before deciding to apply to participate. Employees represented by a union also have the right to consult with their union representative.

IMPORTANT DATES	
April 3, 2024	DVSP campus-wide announcement from Acting President, Dr. Mary Bonderoff.
April 4, 2024 April 5, 2024	DVSP Informational sessions (lead by HR) will be conducted via Microsoft Teams or other appropriate service. April 4, 2024 – 10-11am and 2-3pm April 5, 2024 – 12:30-1:30pm
April 3, 2024 – May 31, 2024	Individuals are required to meet with HR for a consult. HR will inform employees regarding the amount of their lump-sum payment and other important information.
April 3, 2024 – May 31, 2024	Employees must hand-deliver completed applications to HR. <i>Please note, employee must have completed HR consult prior to submission of application.</i> HR will forward the application to the Acting President who will approve or deny it.
June 7, 2024	Employees will be notified, in writing, by the President, or designee, if their submitted application for the DVSP has been approved or denied.
No later than June 14, 2024	Employees commit to participate in the DVSP by providing an irrevocable letter of resignation. Employees may elect to separate from service prior to August 31, 2024.
August 31, 2024	Final date of employment for approved DVSP participants. Note, with approval, employees may resign earlier than August 31, 2024.

Financial Benefit

A one-time, lump-sum, payment to approved and eligible DVSP participants will be made utilizing the formula below:

- ☐ 10 - 14 years of full-time State service - 20% of base annual salary as of January 1, 2024.
- ☐ 15 - 25 years of full-time State service - 30% of base annual salary as of January 1, 2024.
- ☐ 25 + years of full-time State service - 50% of base annual salary as of January 1, 2024.

Employees are advised to contact HR at extension 4495 to discuss the DVSP eligibility.