

## 2023 Voluntary Separation Program Employee Application

The Voluntary Separation Program (VSP) is a budget tool that allows King County to offer retirement-eligible employees in participating agencies a financial incentive to separate from employment by December 31 of each year. The VSP is expected to provide cost savings and/or minimize the number of employees subject to a reduction in force.

**NOTE:** Before applying, confirm that your agency is participating in the year that you are applying. Not all agencies are eligible or participate in the program every year.

### Employee Application to Participate in King County VSP

**Employee Instructions:** Complete all fields in the “Employee Information and Application” section. Provide the original to your agency VSP administrator, which is generally your agency’s HR Manager. Approval or denial is not subject to grievance procedures. An employee may request an appeal review by the Director of Human Resources.

**Prior to submitting your application,** read the VSP materials and FAQs, which are available on the Department of Human Resources’ Policy Page website at:

[Separation of Employment - Voluntary Separation Program \(VSP\)](#)

### Employee Information and Application

**You must complete all fields for VSP consideration.**

Employee Name:

Job Title:

Employee ID:

Department:

Mailing Address:

Division/Section:

Email:

Supervisor’s Name:

Telephone:

**Attach proof of eligibility from each retirement plan for which you are eligible.** Directions on how to obtain proof are provided on the Voluntary Separation Employee FAQ. You do not have to begin drawing a pension to be eligible.

**Check your Retirement Plan:**

*LEOFF*

*PERS*

*PSERS*

*City of Seattle (SCERS)*

Labor Union/Organization, if applicable:

Anticipated Retirement Date:

Must be within same calendar year of application.

**Employee Signature:**

**Date:**

**Agency Review (Agency Approver Only)**

**Complete this section of the form.**

Agency VSP Administrator Name: . . . . .

Date VSP Application Received: . . . . .

**Is this employee eligible for VSP?**

**YES**

**NO**

The agency must confirm eligibility.

**The employee's participation in VSP is:**

**APPROVED**

**DENIED**

Approval is contingent upon a fully executed VSP Agreement.

1. Upload the 2023 Voluntary Separation Program Employee Application form to the Human Resources Division's VSP SharePoint site at:

<https://kc1.sharepoint.com/teams/DESa/CC/VSP/SitePages/Home.aspx>

2. An employee is not considered fully eligible or approved until DHR has completed their review.

**Important:** Do not notify the employee of their approval until DHR's review is completed.

3. Whether approved or denied, provide a copy of the application to the employee.

If the employee's VSP participation is approved, consider it pending until full execution of the Voluntary Separation Agreement by all parties.

**Department of Human Resources Only**

The review and approval/denial also recorded/tracked in recorded in DHR SharePoint form.

Date Received:

Reviewed Date:

Reviewer Name:

Reviewer Comments: