

2020 VOLUNTARY SEPARATION PROGRAM (VSP)
APPLICATION FOR
EMPLOYEE

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 31st each year. The VSP is expected to provide cost savings and minimize the number of employees subject to a reduction in force.

NOTE: Confirm before applying that your agency is participating in the year that you are considering applying. Not all agencies are eligible or participate each year in the program.

Employee Application to Participate in King County VSP

Employee Instructions: You fill out the application section of this form in the box below. Provide the original to your agency VSP administrator (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.

Read VSP materials and FAQs prior to submitting your application. Documents are available at:

<http://www.kingcounty.gov/employees/HumanResources/policies.aspx>

- Navigate to 'Policies – Separation of Employment'

Employee Information

Employee Name: _____	Date: _____
Employee ID: _____	Job Title: _____
Mailing Address: _____	Department: _____
Email: _____	Div./Section: _____
Telephone: _____	Supervisor's Name: _____

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

**Retirement Plan
(circle your retirement plan):**
LEOFF
PERS
PSERS
City of Seattle

Labor Union/Organization (if applicable): _____

Anticipated date of retirement (must be same year as this application): _____

Employee Signature: _____

Agency Review (Agency Approver Only)

Agency Review and Instructions:

1. *Fill out the application section of this form in the box below.*

Agency VSP Administrator Name:

Date VSP Application Received:

Is this employee ELIGIBLE for VSP?
(agency has confirmed eligibility) YES NO

2. *Upload a copy to the Human Resources Division's VSP SharePoint site at:*
<https://kc1.sharepoint.com/teams/DESa/CC/VSP/SitePages/Home.aspx>

This employee's participation in VSP is: APPROVED DENIED

3. An employee is not considered fully approved until DHR has completed their review.

Important to not notify the employee of their approval until this DHR review is completed.

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

IF employee's participation in VSP is approved, will be pending full execution by all parties of the Voluntary Separation Agreement.

For DHR (Department of Human Resources) Only

*review and approval/denial recorded in SharePoint form

Date Received:

Reviewed Date:

Reviewer Name:

Reviewer Comments: