



VOLUNTARY SEVERANCE PROGRAM

INTRODUCTION

The County of Mariposa (“County”) is confronted with serious fiscal constraints and is undertaking organizational reviews to optimize the efficiency of operational functions. The Voluntary Severance Program (“VSP”) is a voluntary process that offers all benefited employees a severance package to resign no later than July 16, 2020 as an integral part of an overall budget reduction. **The application must be filed between June 1, 2020 and July 16, 2020 with no applications being accepted after that date.** No penalty is imposed to any employee that elects not to participate in the program.

Voluntary separations under the VSP are intended to achieve the following specific institutional objectives: 1) reduction in salary, compensation, and benefit costs; and 2) redirecting vacated positions to focus on higher priorities. Voluntary separations under the VSP may also assist in avoiding or minimizing future involuntary terminations should available funding require reductions in personnel.

GENERAL DESCRIPTION

The VSP is a one-time opportunity for eligible employees to apply for separation and enter retirement, other employment or non-employment at an earlier date than might otherwise have been planned. VSP participants will be required to sign a Voluntary Severance Program Waiver and Release Agreement (“Release Agreement”) that contains a release of all employment rights and claims related to employment with the County. The Release Agreement is described later in this document, and will be provided to eligible employees for their consideration with this document. Following voluntary separation from the County, VSP participants will receive the benefits provided by this plan.

Participation in the VSP is completely voluntary. Applicants may revoke their application at any time up to seven (7) days after signing the Release Agreement. Please review the Release Agreement for a complete explanation of rights and obligations associated with the VSP. Eligible employees who decline to participate or who revoke an application and Release Agreement to participate will not be treated any differently than any other similarly situated employee.

Applications and Release Agreements for the VSP will be accepted for a limited period of time, starting June 1, 2020 and ending at 5:00 p.m. on July 16, 2020. Separations under the VSP are to be effective on or before July 16, 2020.

ELIGIBILITY

A participating employee must be currently employed in a permanent, benefited, full-time or permanent part-time position with the County. The County's Human Resources Department will review the VSP application to confirm the employee's eligibility to participate.

An employee who has already stated their intent to separate employment before the adoption of the VSP is not eligible to participate.

SEPARATION DATE

To participate in the VSP, an eligible employee must sign a Release Agreement that releases the County from all employment rights and claims, and must agree to separate from the County on or before July 16, 2020.

Benefits of Participation

Employees who elect to participate in the Voluntary Severance Program will receive the following benefits:

1. **Two (2) months of base pay, defined as the employee's hourly rate taken from the County's Grade and Step table excluding stipends or other special payments, or \$1000 per every year of employment with Mariposa County, whichever is greater** – as a cash payment or into employee's Section 457 Deferred Compensation Plan.
2. **100% of vacation leave balance on your last day** – as a cash payment or into employee's Section 457 Deferred Compensation Plan.
3. **50% of sick leave balance, capped at 80 hours paid, as of your last day** – as a cash payment or into employee's Section 457 Deferred Compensation Plan.
4. **50% of management Administrative Leave (if applicable)** – as a cash payment or into employee's Section 457 Deferred Compensation Plan.
5. **\$1,200 "credit"** to use towards COBRA medical, dental and/or vision insurance (if employee does not elect COBRA medical, dental and/or vision, the employee will not receive the credit). *This will be administered separately.*

Contributions to a deferred compensation plan may only be made up to the limits established by the IRS.

If an employee is retiring, all other applicable collectively bargained retirement benefits for which the VSP participant is eligible shall be granted.

VSP APPLICATION PROCEDURE

Eligible employees shall be provided a copy of this Program, which includes a Release Agreement, on or before June 1, 2020.

The application period for the VSP begins on June 1, 2020 and ends on July 16, 2020. Applications and Release Agreements submitted later than 5:00 p.m. on July 16, 2020 will not be eligible for participation.

To participate in the VSP, an eligible employee must complete and submit an application form and Release Agreement. When the application form is submitted and the Release Agreement is

executed, the applicant is indicating a desire to voluntarily separate from the County in exchange for the VSP separation incentive benefit.

Applicants may revoke their application at any time up to seven (7) days after signing the Release Agreement. To revoke or withdraw a VSP application and Release Agreement, the applicant may send a notice of revocation to the County's Human Resources Department at dwass@mariposacounty.org. On the eighth (8th) day after signing the Release Agreement, the VSP application and Release Agreement is irrevocable and the County will be considered to have accepted and relied upon the resignation or retirement.

As indicated above, separations under the VSP will be effective on or before July 16, 2020.

SUBSEQUENT EMPLOYMENT

A VSP participant cannot be reemployed by the County in any seasonal or part-time position for six (6) months following his or her separation date.

A VSP participant cannot be reemployed by the County in any full-time regular position for five (5) years following his or her separation date.

REPRESENTATIONS CONTRARY TO THE VSP

No employee, director, executive, or agent of the County has the authority to alter, vary, or modify the terms of the VSP, except by means of a Board of Supervisors authorized written amendment to the VSP on file with the Human Resources Department. No verbal or written representations contrary to the terms of the VSP, Release Agreement, or any amendments shall be binding upon the County, unless approved in writing by the Board.

AMENDMENT AND TERMINATION

The County reserves the right to amend or terminate the VSP at any time. Notwithstanding the foregoing, no amendment of the VSP may reduce VSP payments or other considerations once a VSP Release Agreement is fully executed and the seven (7) day revocation period has expired.

NONDISCRIMINATION STATEMENT

The County will not engage in discrimination against any person because of age, color, disability, ethnicity, gender, gender identity, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status, and will comply with all federal and state nondiscrimination, equal employment laws and regulations.