WHEREAS, the Town of Amherst is considering offering a Voluntary Separation Incentive Program for full-time employees subject to final agreement with the applicable unions as follows:

CIVIL SERVICE EMPLOYEES’ ASSOCIATION, INC. (CSEA)

VOLUNTARY SEPARATION INCENTIVE:

Eligible Employee: Employees potentially eligible for the Voluntary Separation Incentive will be identified and targeted based on job title, departmental needs and other relevant factors following consultation with Department Heads. Any employee considered for the incentive must have a minimum of ten (10) years of continuous full time, permanent service with the Town of Amherst.

Time to apply for incentive: Employees must file an irrevocable application for the Voluntary Separation Incentive no later than September 1, 2015. The Town reserves the right to extend the election period for additional days.

Separation Date: Employee must separate from employment with the Town no earlier than June 29, 2015 and no later than December 1, 2015. The Town reserves the right to extend the separation deadline for additional days.

Voluntary Separation Incentive Options: Eligible employees who accept the Voluntary Separation Incentive shall have the choice of one of two incentive options as outlined below.

Option A - Continued Health Insurance: For employees who are approved and accept the Voluntary Separation Incentive, the Town shall continue to provide fully paid family or single health insurance for a one year (12 full consecutive months) period. In the event of death of the employee, the payments shall continue to be made and applied as payment in full for appropriate continued medical insurance for the employee’s spouse and/or eligible dependents for the remainder of the twelve (12) month period.

Option B - Separation Payment: Employees who are approved and accept the Voluntary Separation Incentive shall receive incentive payments calculated by multiplying the number of years of continuous full time service with the Town of Amherst by the sum of $1,000.00. Fractional years and/or part time service shall not be counted. A maximum payment of $20,000.00 shall be offered regardless of the number of years in excess of twenty (20) the employee has worked for the Town of Amherst.

Method of Payment: Payments pursuant to Option B of this Incentive shall be paid in two (2) equal payments; the first payment to be made no later than April 1, 2016 and the
second payment shall be made no later than April 1, 2017. The payments shall be subject to all usual and customary taxes and withholdings. The Voluntary Separation Incentive shall not be used in the calculation of any retirement benefit.

**Resignation**: An employee accepting the Voluntary Separation Incentive shall be required to sign an irrevocable letter of voluntary resignation no later than **September 1, 2015**, in the form attached hereto. The employee agrees that he/she is not eligible for unemployment insurance and shall not be eligible to return to paid service with the Town of Amherst.

I have read the terms of the foregoing Voluntary Separation Incentive Program and elect to accept the incentive. I understand that until I receive notification from the Director of Human Resources that I have been accepted into the program and I sign the separation affidavit this election is not finalized.

Signature: ________________________________

Employee: ________________________________

Print Name

Date: ____________

NOW THEREFORE BE IT RESOLVED that the Amherst Town Board approves the described Voluntary Separation Incentive for 2015.

**5/18/2015**

Consent

**FINANCIAL IMPACT:**

TBD
<table>
<thead>
<tr>
<th>RESULT:</th>
<th>ADOPTED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Steven D. Sanders, Councilmember</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Guy R. Marlette, Deputy Supervisor</td>
</tr>
<tr>
<td>AYES:</td>
<td>Barry A. Weinstein, Guy R. Marlette, Steven D. Sanders, Ramona D. Popowich</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Mark A. Manna</td>
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