



Human Resources  
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## Frequently Asked Questions About the Faculty Voluntary Separation Programs



### **Q1: What are the voluntary separation programs?**

The university is offering two voluntary separation programs – the Faculty Voluntary Separation Plan and the Enhanced Appendix J Offer – to seek volunteers who are interested in voluntarily exiting the university, assist in balancing its workforce with enrollment data and trends, and to mitigate the need to retrench the full 113 positions.

The features of the Faculty Voluntary Separation Plan include:

- *Severance Payment:* A payment equal to either (a) 100% of his/her Base Pay as of April 8, 2021, for eligible faculty with at least 20 years of continuous Wright State service, or (b) 2.5% of his/her Base Pay as of April 8, 2021, per full year of Wright State Service, for eligible faculty with less than 20 years of continuous Wright State Service, payable in two substantially equal installments; capped at \$200,000.
- *Sick Leave Equivalent Payment:* For eligible faculty who are not retiring with 10 years of state service, a payment equivalent to one-fourth of all unused, accrued sick leave, up to a maximum of 20 days.
- *Educational Benefits:* For eligible faculty who are separating but not retiring, educational benefits in the form of tuition remission for up to four consecutive academic years, ending no later than the Spring 2026 semester.

The features of the Enhanced Appendix J Offer include:

- *Payment:* A payment equal to (a) 100% of his/her Base Pay as of April 8, 2021 for retirement dates on or before December 31, 2021, (b) 50% of his/her Base Pay as of April 8, 2021 for retirement dates on or before May 31, 2022, or (c) 25% of his/her Base Pay as of May 31, 2023, payable in two substantially equal installments; capped at \$200,000.

Both of the voluntary separation programs include:

- *Healthcare benefits:* Either (a) a one-time taxable payment of \$10,000 to help defray medical expenses, or (b) the university will pay the employer portion of COBRA continuation coverage premiums for 18 months.
- *Additional In-Kind Benefits:* For eligible faculty with at least 10 years of continuous Wright State service, up to five of the following benefits: (i) Emeritus Faculty Status, if otherwise eligible, (ii) use of office or lab space for up to three years, (iii) continued departmental involvement for up to three years, (iv) complimentary parking pass for up to three years, (v) membership to the University Fitness Center for up to three years, (vi) season tickets to athletic events for up to three years, or (vii) a 25% discount at the University Bookstore for up to three years.

Additional information on the features of the Faculty Voluntary Separation Plan and the Enhanced Appendix J Offer can be found at <https://www.wright.edu/human-resources/benefits/resources>.

### **Q2: When and how will my payments from the faculty voluntary separation programs begin?**

Payments under the voluntary separation programs will vary based upon plan selection and separation dates.



More details are outlined in each program's "Plan" document. Payments will be issued through University Payroll.

**Q3: Will taxes be taken from my payments?**

Yes, applicable taxes will be withheld.

**Q4: Will W-2s be prepared on my behalf by the university?**

Yes.

**Q5: How does the COBRA subsidy work?**

As long as you continue to pay your employee share of healthcare costs as current active employee to our COBRA administrator, Chard Snyder, the university will subsidize the additional costs of COBRA for up to 18 months. The amount you pay will be the same as you pay today. Please note, the payments are subject to change with each annual Open Enrollment. After you exit the university, you will receive COBRA paperwork from Chard Snyder which will enable you to sign up at these reduced rates. Refer to Q23.

**Q6: Why did the university choose to provide an option of a one-time \$10,000 cash payment for healthcare for those currently enrolled?**

Every employee situation is unique. Some employees elect university health care and some do not. Additionally, some may wish to end healthcare with the university, enroll in Medicare or spouse's healthcare, or find alternative coverage. Therefore, in order to provide optimal flexibility, the university decided to provide a cash payment option to those eligible.

If you elect the one-time cash payment, payment will be made at the same time as your first installment payment from the applicable voluntary separation program. This means the one-time cash payment from the Faculty Voluntary Separation Plan will occur after your separation. However, the one-time cash payment from the Enhanced Appendix J Offer will occur in 2021, regardless of your retirement date.

**Q7: Who is eligible for the program?**

Faculty eligible for the voluntary separation programs include AAUP-WSU Bargaining Unit Faculty Members and administrators with a faculty appointment in colleges affected by retrenchment.

Those faculty not eligible include those who previously retired or separated from the university; those who provided written retirement or separation notice prior to April 8, 2021 even if not yet exited; temporary or intermittent employees, non-bargaining unit faculty; BUFM faculty members not in colleges slated for retrenchment; adjunct faculty; and STEM school faculty.



You may not elect participation in both of the voluntary separation programs. If you elect participation in the Faculty Voluntary Separation Program, you are not eligible to elect the Enhanced Appendix J Offer, and vice versa. Additionally, only faculty eligible to retire under the Appendix J Retirement Incentive Program are eligible to elect the Enhanced Appendix J Offer.

**Q8: How will I know if I'm eligible?**

If you are eligible for either of the voluntary separation programs according to the university's records, you will receive an announcement letter and a decision packet. If you did not receive a decision packet for a voluntary separation program, then you are not eligible. If you did not receive a decision packet and think you are eligible, please contact the Vice Provost for Faculty Affairs office to verify.

**Q9: How did the university determine the offering for the programs?**

The design and eligibility for the programs was determined based upon a thoughtful process led by the Vice Provost for Faculty Affairs, Executive Vice President & COO, Deputy General Counsel, Associate Vice President for Financial Operations and Associate Vice President & Chief HR Officer. In addition, the university met with Deans in colleges impacted, members of the Joint Committee on Retrenchment, and the AAUP-WSU.

**Q10: Is the program voluntary?**

Yes, both programs are voluntary.

**Q11: Will I be subject to involuntary reduction if I do not elect to participate in one of the voluntary programs?**

The process for determining employees eligible for the programs is very different from the process for identifying those who may receive an involuntary reduction as a result of retrenchment. Employment status will not be affected because you choose not to participate in either program.

**Q12: What are the key dates and deadlines for the program?**

- Campus announcement: April 7, 2021
- Email to all eligible and website with materials available: April 12, 2021
- Decision packets mailed to eligible employees: Mail to go out April 13, 2021
- Election window opens: 10:00 a.m., April 12, 2021
- Election window closes: 2:00 p.m., May 26, 2021
- Separation date for faculty employees\*: Varies based upon faculty election and management discretion
- Rescind date: Seven (7) days following an individuals execution of the Agreement

*\* Approval for participation in the program will be made by the Provost Office in collaboration with College Deans.*



**Q13: I may be interested in this program. Is there a deadline for making a decision?**

The deadlines for both voluntary separation programs are the same. The election window will be from April 12, 2021, through May 26, 2021. Eligible faculty must submit their election form in person, by registered mail, or via FileLocker to Human Resources, specifically Monica Mack or Sylvia Brockman. HR must receive the election no later than May 26, 2021, at 2:00 p.m. ET to be eligible for the program. Hours of operation for the Human Resources team during the pandemic are 10:00 a.m. to 2:00 p.m. ET, Monday through Friday. The office is located at 2455 Presidential Drive, Suite 221 across Colonel Glenn Hwy.

**Q14: Should I elect the program?**

This is a personal decision that is up to each eligible faculty member. By law, the university can only provide factual information and cannot give any advice. Faculty are encouraged to seek the advice of their financial, tax, and/or legal advisors before making a final decision.

**Q15: What if I elect to participate in the program then change my mind?**

Before you submit your election form, be certain of your decision. You may revoke the Agreement during the seven (7) calendar days following your execution of the Agreement. If you wish to do so, a request to rescind election form is available in the Faculty Voluntary Separation Plan and the Enhanced Appendix J Offer document or on the HR website. It must be delivered in person, registered mail, or via FileLocker and must be received by HR seven (7) calendar days following your execution of the Agreement.

**Q16: Will another similar program be offered in the future?**

This is a one-time voluntary program designed to mitigate the number of faculty who will be retrenched. There are no plans to offer another program at this time.

**Q17: If I separate or retire from the university upon taking one of the voluntary separation programs, what benefits and programs am I eligible for?**

For more information about the university's retiree programs, refer to the Wright Path to Retirement brochure available by visiting [www.wright.edu/hr](http://www.wright.edu/hr). In addition, visit the Wright State University Retirees' Association website at <http://www.wright.edu/retirees-association>.

For more information about benefits for separating non-retirees, refer to the Leaving the University Guide brochure available by visiting [www.wright.edu/hr](http://www.wright.edu/hr).

**Q18: Am I still able to defer my sick leave payout and/or vacation payout, if applicable, into a Supplemental Retirement Account?**



Yes, if you are retiring with 10 or more years of state service. You can elect to defer any portion of your sick leave and/or vacation if applicable, to one of our Supplemental Retirement Accounts, 403(b) or 457(b), up to the annual IRS limits. However, to do so, you will need to set up your account with an approved provider from the list available on the HR website, and your payroll contribution amount using the Retirement Manager website located at <https://www.myretirementmanager.com/myrm/login/login.aspx?wsu>.

For instructions, please visit Retirement Manager Quick Reference Guide (page 6) located at <http://www.wright.edu/sites/www.wright.edu/files/page/attachments/rmrefguide.pdf> (page 6).

In addition, please be aware of the IRS-driven timeline for both the account setup and email:

- For 457(b), per IRS, you must take action at least one month prior to your separation date.
- For 403(b), you have until the 8<sup>th</sup> day in the month of your separation.

**Q19: If I elect to participate in the program, can I collect unemployment?**

Because election of these programs is voluntary, it is unlikely that employees will be able to collect unemployment.

**Q20: What do I need to do to elect my participation?**

We suggest these steps to elect your participation and prepare for your separation from the university:

- Read the materials in your decision packet.
- Contact the Vice Provost Office or Human Resources if you have any questions about the program. The Vice Provost Office would have more familiarity with Appendix J and HR would have more familiarity with benefit related questions.
- Consider seeking the advice of your financial, tax, and/or legal advisors before making a final decision.
- If eligible, you may wish to contact the Social Security Administration to be fully aware of your Social Security retirement and Medicare benefits.
- If applicable, finalize your retirement in a timely manner with STRS or ARP. The respective retirement system will notify HR.
- Sign and return your hardcopy election form in person, by registered mail or via FileLocker to Human Resources no later than the end of the election window, which is 2:00 p.m. ET on Wednesday, May 26, 2021.
- Inform your Chair/Dean and work with your department to transition your responsibilities to another faculty member in advance of your separation date.

**Q21: What do I need to do to decline my participation in the program?**

Please notify Human Resources of your decision in a timely manner prior to the end of the election window. If you do not provide HR with a response by the end of the election window, the university will assume you have elected to not participate in either program.



**Q22: If I have questions, whom do I contact?**

Wright State University, Office of the Vice Provost 270 University Hall	Phone: (937) 775-3496 Email: <a href="mailto:shannon.norton@wright.edu">shannon.norton@wright.edu</a>
Wright State University HR 2455 Presidential Drive, Suite 221	Phone: (937) 775-2120 Email: <a href="mailto:HR-Benefits@wright.edu">HR-Benefits@wright.edu</a> Website: <a href="http://www.wright.edu/hr">www.wright.edu/hr</a> (click “Benefits” then “FVSP”)
Wright State Retirees’ Association	Website: <a href="http://www.wright.edu/retirees-association">www.wright.edu/retirees-association</a>
Ohio Public Employees Retirement System (OPERS)	Phone: (800) 222-7377 Website: <a href="http://www.opers.org">www.opers.org</a>
State Teachers Retirement System (STRS)	Phone: (888) 227-7877 Website: <a href="http://www.strsoh.org">www.strsoh.org</a>
Alternative Retirement Plan (ARP)	Website: <a href="http://www.wright.edu/human-resources/benefits/retirement/alternative-retirement-plan-arp">www.wright.edu/human-resources/benefits/retirement/alternative-retirement-plan-arp</a>
Chard Snyder (COBRA Administrator)	Phone: (888) 993-4646 Email: <a href="mailto:Cobra@chard-snyder.com">Cobra@chard-snyder.com</a> Website: <a href="https://www.chard-snyder.com/benefits/cobra-billing/">https://www.chard-snyder.com/benefits/cobra-billing/</a>

**Q23: What is COBRA?**

COBRA (Consolidated Omnibus Budget Reconciliation Act) allows you and/or a dependent covered under medical, dental, vision, and/or health care Flexible Spending Accounts benefits to continue coverage when it is lost due to selected qualifying status changes such as separating or retiring under one of the faculty voluntary separation programs.

Coverage may be purchased for any or all persons on your healthcare coverage at the time of termination.

If you elect to participate in either faculty voluntary separation programs, your eligibility for these COBRA benefits will not be affected. If you do not elect to receive the one-time cash healthcare payment, the university will provide a special subsidized COBRA rate that will cover the amount of the COBRA rates beyond the amount paid by you as the employee for your current coverage level. The maximum allowable period is 18 months.

Chard Snyder, WSU’s COBRA administrator will send enrollment information to you and/or your eligible dependents within 14 days after your separation.

You and/or your dependents have 60 days after your separation date or the date COBRA enrollment form was sent, whichever is later, to elect COBRA coverage and return the enrollment form to Chard



Snyder. You and/or your dependents have 45 days after making your election to send your premium payment to Chard Snyder. Coverage will be reinstated to the first of the month following your separation after receipt of premium payments.

The earlier you make your COBRA payment, the faster your healthcare will be reinstated.

Chard Snyder is available to answer questions at (888)-993-4646, or feel free to direct questions to [hr-benefits@wright.edu](mailto:hr-benefits@wright.edu).

**Q24: How does the university calculate my Years of Continuous Service (YOCS)?**

Wright State service dates are calculated at the start of continuous employment. Please note that STRS service credit is different as this calculation is determined by the FTE % reported to STRS. For more information on how years of Wright State service is calculated for a particular benefit, please see the "Plan" document for the appropriate voluntary separation program.