



MEMORANDUM

TO: All District Employees
FROM: Dr. Ronald R. Heezen, Executive Director
DATE: May 30, 2020
SUBJECT: Voluntary Employee Separation Program

During the last several months, Library District tax revenues have declined rapidly due to the COVID-19 pandemic. As a result, the Library District is taking measures to control costs over a two year period. Several cost-containment measures have been identified for implementation throughout the District. One such measure is a Voluntary Employee Separation Program.

On May 21, 2020, the Library District Board of Trustees approved a motion to establish a Voluntary Employee Separation Program (VESP) as a measure to reduce operating expenditures in the General Fund. The program offers eligible employees, who meet certain age and service criteria, an opportunity to apply for a voluntary separation and receive benefits related thereto. Program benefits include one week of compensation for every year of service with the District (partial years round to the nearest full year). Additionally, employees approved for participation in VESP will receive a payout of 100% of their sick pay accrual (as opposed to 60% per the current policy) and all other accrued leave paid out per current District policy.

To be eligible for VESP, you must be a vested full-time or part-time employee with a minimum of five (5) full years of service with the Las Vegas-Clark County Library District PERS. Also, your combined age and years (round to nearest full year) must total 65.

The Library District's Human Resources Department is preparing a package for each eligible employee, which will include details about how to participate, personal statement outlining benefits each employee will receive, and forms to fill out indicating acceptance of the VESP. This package will be ready on Monday, June 8, 2020. If you do not receive a package and believe you are entitled to one, please contact Lynn Lucuara in the Financial Services department: lucuaral@lvccld.org.

This is an entirely voluntary program, and all eligible employees are invited to consider this opportunity. It is a very personal decision and no person should feel pressured to participate. No one in the Library District can advise you to retire or resign, nor should you rely upon the advice of anyone at the Library District in this decision. This choice is yours alone. If eligible, please take steps to make sure you understand the package and what it can mean to you. (See Attachment I)

You are encouraged to contact your Financial Advisor and/or PERS office at (702) 486-3900 or www.nvpers.org regarding the potential financial and tax implications of the VESP. To confirm your insurance costs, please contact Tricia Pavone at pavonetm@lvccld.org.

The District will communicate with you regularly during the VESP application process. If your personal phone number, email or mailing address change, please provide your current contact information to London Porter, Human Resources Manager, at porterl@lvccld.org. If you have additional questions, please feel free to contact Fred James, Interim Human Resources Director, at jamesf@lvccld.org.

If you choose this VESP opportunity, please complete the Acknowledgment below. Your completed Acknowledgment will serve as your application for the VESP program, and must be received physically or electronically by Human Resources between **Monday, June 8, 2020, and Friday, July 31, 2020 by 4:00 p.m.** All applications will be considered immediately. A decision on your application will be communicated to you in writing.

Applicants should be prepared to separate by September 4, 2020; however, the Library District retains the right to determine the employee's separation date based on operational and economic considerations.

Sincerely,

Dr. Ronald R. Heezen
Executive Director
Las Vegas-Clark County Library District

Acknowledgment of Receipt

Signature

Date

Email

Phone

ATTACHMENT I

Voluntary Employee Separation Package Program Highlights

1. VESP is an opportunity for employees to receive payment for voluntary separation from the Library District based on certain eligibility requirements
2. This is a voluntary program that allows employees to voluntarily leave employment by resignation or retirement.
 - a. Each eligible employee has the right to participate or not
 - b. The Library District will not assume nor anticipate any employee's participation
3. VESP applications will be approved by the Library District Executive Director
4. Eligibility is determined as follows:
 - a. The employee must be currently employed for a minimum of five (5) years with the District
 - b. The employee must be serving in a permanent Library District position
5. VESP lump sum payments will be based on a calculation of one full week of compensation based on full years of service (round to nearest full year). Employees may elect to diminish their lump sum payout in two ways:
 - a. Elect to have the Library District purchase, on their behalf, PERS service credit in the amount of the lump sum payment or less, per PERS service credit policy
 - b. Elect to purchase up to 18 months of COBRA health insurance under the Teamsters 14 health insurance policy with the Library District
6. Employees are not eligible for rehire for 36 months from date of separation
7. VESP Application and Separation Timeline:
 - a. The application process will open **Monday, June 8, 2020**, and close on **Friday, July 31, 2020, at 4:00 p.m.**
 - b. Applicants should provide one signed physical or digital copy of the VESP Application to the Human Resources Department and one signed physical or digital copy of the application to their Department Head
 - c. If accepted by the Library District, the employee must agree to separate by the end of the day **Friday, September 4, 2020**. The Library District reserves the right to determine the separation date for applicants of critical positions, at the discretion of the Executive Director.
8. To achieve the cost-reduction goals of this VESP program, the Library District will treat the vacated position as frozen until the cost of the position separation is covered. The Library District reserves the ability to use discretion for refilling positions that are critical to operations.