



**UNIVERSITY OF MASSACHUSETTS BOSTON**  
HUMAN RESOURCES

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## **FAQ: Voluntary Separation Incentive Program (VSIP)**

### **General Questions**

#### **When may I apply?**

The enrollment period extends from Wednesday, June 7, 2017 through Friday, July 7, 2017.

#### **What does “longer service” mean for purposes of the VSIP?**

Longer service employees are those UMass Boston employees who have, or will have as of August 31, 2017, at least 10 years of benefited service at the University of Massachusetts and/or any other public employer in Massachusetts that is subject to the terms of Massachusetts General Laws Chapter 32.

#### **Will the VSIP cash incentive affect my retirement benefit?**

No. The VSIP incentive will not be added to your base salary for purposes of determining your retirement allowance. The VSIP does not add creditable service or increase any retirement benefit to which you may be entitled from the Massachusetts State Employee Retirement System (MSERS) or the Massachusetts Optional Retirement Program (ORP).

#### **Is the cash incentive taxable?**

Yes.

#### **Will there be involuntary layoffs?**

After the VSIP program is complete, and we have had an opportunity to further address our budget position, a determination will be made as to the need for involuntary layoffs to achieve additional payroll savings.

### **Eligibility for and Administration of the VSIP**

#### **Who is eligible?**

The VSIP is open to all UMass Boston benefited staff members, tenure track faculty, and non-tenure track faculty on continuing appointments who are i) active or on an approved leave and ii) have been employed at UMass Boston in a benefited position for at least 12 consecutive months. See the VSIP announcement and these FAQ's for additional eligibility requirements.

#### **Will I be eligible if I am paid by non-state funds?**

Yes, on a pro rata basis in most cases. Only those employees who are 100% grant funded are ineligible.

**If I am on leave, may I participate?**

Yes, eligible employees on approved leave may enroll.

**Are part-time employees eligible to participate?**

Yes, eligible employees who are less than full-time will receive a prorated cash incentive.

**If I have already submitted resignation or retirement paperwork, may I be considered for this incentive?**

No. Only retirements and resignations initially requested from June 7, 2017 through and including July 7, 2017 will be considered.

**I am an NTT on an active continuing appointment, but I taught in only one semester in the 2016-17 academic year. Am I eligible to participate in the VSIP?**

Yes.

**How do I enroll?**

Enrollment directions may be found on the HR website at <https://hr.umb.edu/employees/voluntary-separation-incentive-program>.

**Who decides if my separation date and enrollment are approved?**

UMass Boston Human Resources, in consultation with your department.

**May I select my departure date?**

All employees who participate in the VSIP must depart no later than August 31, 2017, and the departure date selected must be approved by Human Resources in consultation with your department. If your requested date of separation cannot be approved due to operational needs, every attempt will be made to identify a mutually satisfactory date. In the rare case where the department and Human Resources deem a position to be critical, the VSIP separation date may be extended to a date no later than December 29, 2017.

**If I am approved for the VSIP incentive, may I continue to work at UMass Boston as a benefited, temporary or post-retiree employee?**

No. VSIP participants may not be employed by UMass Boston in any capacity for a period of one year following their separation date.

**Benefits**

**What happens to my Dependent Care Assistance Program (DCAP) and/or my Health Care Spending Account (HCSA)?**

Your participation in HCSA and DCAP will terminate as of midnight on the day of termination, and your Health Care FSA debit cards will be deactivated. Thereafter, you will be able to submit claims only for eligible health care expenses that were incurred on or before your last day of active employment. For the fiscal year plan July 1, 2016 through June 30, 2017, you have until October 15, 2017 to submit all claims. Please contact Barbara Jean Conneely in Human Resources for additional information at [benefits@umb.edu](mailto:benefits@umb.edu).

**When will my GIC employee benefits end?**

Your GIC employee benefits will continue through the last day of the month following your departure date so long as your premiums are paid. For example, if your departure date is in July, your insurance coverage will end on August 31. If your departure date is in August, your insurance coverage will end on September 30.

**If I am not eligible for retiree benefits through MSERS or ORP, what are my options for health, life and dental/vision insurance coverage?**

- Contact the [Commonwealth Health Connector](#) for health coverage options and enrollment: (1.877.623.6765).
- You may elect COBRA to temporarily continue your GIC health and Dental/Vision (if eligible) coverage, each at full cost plus an administration charge of 2%. You have 60 days to elect COBRA coverage, but coverage begins the first day of the month after your coverage as an active employee ends. To avoid owing retroactive premiums, send in your application promptly.
- To continue your optional life insurance, please contact The Hartford at 1-877-320-0484.

**Will I receive a cash-out of my accrued but unused vacation and sick time?**

You will receive both the VSIP cash incentive and any other payments to which you otherwise are entitled by law or university policy upon separation from employment, including payment for accrued but unused vacation time.

**How can I find out how much my pension would be if I retire?**

Please contact the State Retirement Board at 1-800-392-6014 and ask to speak with a retirement counselor.

**May I make an appointment to review my benefits before I leave?**

Yes, you may make an appointment for a benefits exit checkout with Linda McDonough or Barbara Jean Conneely in Human Resources. Please email [benefits@umb.edu](mailto:benefits@umb.edu) for an appointment.