

SLAC MEMORANDUM



Director of Human Resources

TO: SLAC Regular Employees

FROM: Lee Lyon 

DATE: November 2, 2007

SUBJECT: SLAC Voluntary Layoff

As Persis Drell announced in her SLAC Today article this morning, SLAC has decided to provide an opportunity for staff to volunteer to be permanently laid off from University employment. SLAC will review all such requests and inform you if the request is approved or denied.

The following sections answer some anticipated questions about this program:

A. What are the benefits available if your request for voluntary layoff is approved?

If you request voluntary layoff and that request is approved and implemented, you will receive University severance pay, in accordance with the terms of a General Release of All Claims and Severance Repayment Agreement, and all of the University benefits to which you would be entitled had your position been involuntarily eliminated. However, you may be asked to repay a pro-rata portion of your severance if you are re-employed with the University or at any DOE funded facility, including SLAC.

The University severance pay is based on your length of service with Stanford (see the attached table); the benefits include (1) continuation of your medical plan coverage at your Stanford employee premium for the first three months after layoff; (2) continuation of your dental coverage for 18 months (at your expense under COBRA); and (3) continuation of your medical insurance (at your expense under COBRA) for an additional 15 months after the first three months following layoff.

If you are eligible for University retirement and you elect it, you may secure these medical plans on a more permanent basis without having to immediately

start your pension or retirement annuity. For information please consult the SLAC Benefits office at X2357.

B. How will SLAC respond to requests for voluntary layoff?

If you wish to request voluntary layoff, you should review the request forms (see attached) and make sure you truly wish to be permanently laid off. If so, sign and submit the *Request for Selection for Voluntary Layoff* form to Employee Relations **no later than November 30, 2007**. It would help the Lab with its planning if you turn the form in before the deadline date.

Please note in advance that your request will not be approved if SLAC:

- Determines that you possess knowledge, skill or ability such that your layoff at this time would hinder SLAC in its ongoing projects; or
- Determines that your position cannot be eliminated at this time.

C. Should I submit a request for voluntary layoff consideration even if I think that SLAC will have to replace my position?

- Yes. Even if we have to replace your position, we may be able to do it internally and still save a position. In that case, we could accept your request. We will attempt to shift employees to allow acceptance of voluntary layoff requests.

D. What is the effective date of voluntary layoffs?

If you request voluntary layoff, you can indicate the effective date you would prefer. If your request is approved, SLAC will discuss your proposed date with you and attempt to accommodate your request; but if that cannot be done, SLAC will determine the date. If SLAC's determination of your voluntary layoff date is not acceptable to you, you can withdraw your request by declining to sign the voluntary layoff agreement.

E. Are fixed-term employees eligible for the voluntary layoff plan?

Because fixed-term employees have a designated end to their positions, often based on project plans, they will not be considered for the voluntary layoff plan.

F. Will staff that are accepted for the Voluntary Layoff Program be eligible for State Unemployment Insurance?

SLAC does not determine eligibility for State Unemployment Insurance. We provide information upon request to the State Unemployment Department (EDD). When asked about our layoff program, we will inform EDD that this was a voluntary layoff program implemented in lieu of involuntary layoffs.

G. If staff is eligible for unemployment insurance, how will the severance payout and any vacation payout affect unemployment payments?

Once again, this is determined by the EDD. It is our understanding that severance pay will not be considered as income for unemployment calculations, but the vacation payout will be.

H. Are all SLAC staff eligible to participate in the Voluntary Layoff Program?

All current, benefits-eligible employees in regular, not fixed term, positions are eligible to participate. This includes staff on leave under the federal and California family and medical leave laws or other short term leaves of less than 90 days.

I. What is the difference between the voluntary layoff program and retirement?

The Voluntary Lay-off Program and retirement are two entirely different processes. Employees may participate in the Voluntary Lay-off Program whether or not they are eligible for retirement. An employee may take the Voluntary Lay-off Program and, if he/she is eligible, may also retire.

J. Are my accrued vacation payout and severance pay eligible for retirement contributions?

You can roll over your vacation payout into your tax deferred annuity up to the maximum allowed by law. The University will contribute to your retirement plan based on the additional vacation pay income. The severance payout cannot be tax deferred and the University will not contribute to your retirement plan based on those dollars.

K. How do I request a voluntary layoff?

- a. To request consideration for voluntary layoff, you must complete the *SLAC Request for Selection for Voluntary Permanent Layoff* form and give it to Employee Relations **by November 30, 2007**.
- b. SLAC will review your request and, if approved, identify the effective date of your layoff. SLAC will inform you of your status by sending back your request form with the severance pay amount and voluntary layoff date filled in as applicable. If the arrangements are acceptable to you, you will sign the agreement form and return it to Carmella Huser or Barry Webb in Human Resources at least 30 days before your layoff.

If you have questions, please call me at x2283 or Carmella Huser at x2358.