



TO: Name
Department
Title, Position Number:
E-Number:
FROM: Lori Erickson, Assistant Vice President for Human Resources
SUBJECT: Voluntary Staff Retirement Incentive Program
DATE: June 22, 2020

Dear Staff Member:

East Tennessee State University has elected to offer its staff a Voluntary Staff Retirement Incentive Program. This program reflects the university’s initiatives to reduce budgets for fiscal year 2020-2021. This is a one-time opportunity that may be withdrawn or altered at any time in the future. This one-time, special incentive is offered to eligible staff who (1) submit an application for participation in the Program no later than August 14, 2020, (2) are approved to participate in the program, and (3) will retire no later than October 31, 2020.

You have been identified as eligible to participate in the Program based upon your years of service at ETSU and your age on the retirement date. If you choose to participate in the program, you must submit your application no later than 4:30 PM on August 14, 2020 to the Office of Human Resources (located in Room 307, Burgin Dossett). Additional information regarding the program can be found at www.etsu.edu/hr.

As a staff member at East Tennessee State University, your commitment to our students and to this institution is greatly valued. I thank each of you for your longevity and service to this institution. The following information has been provided to assist you in any decision making. The Office of Human Resources will hold informational sessions regarding the program. A listing of sessions and registration can be found at www.etsu.edu/hr.

Age as of 10/31/2020:	
Years of ETSU Service as of 10/31/2020:	
Years of Creditable State Service as of 10/31/2020:	
Current Base Salary:	
Incentive Payout (40% of base pay):	
Service Credit Payout (\$100 per year of state service):	
Total Payout:	
Current Retirement Program:	
Am I required to enroll with Medicare upon retirement?	