

VRIF Incentive Plan

14 October 2025



VRIF INCENTIVE PACKAGE

- **Lump Sum Severance Payment**
 - 8 weeks of base salary
- **Continued Health & Dental Benefits**
 - 8 Weeks
 - Retirement-eligible employees may pre-pay for extended retiree coverage.
- **Tuition Assistance Payback Waiver:**
 - Any existing tuition payback obligations will be forgiven.
- **Other Accrued Benefits**
 - (e.g., vacation/sick payout) will be processed under existing policies, not this Plan.
- **Retirement Planning Support (if eligible)**

ELIGIBILITY CRITERIA

Current Proposed/Tentative Eligibility Criteria:

- Full- or part-time regular employee as of October 15, 2025, with at least 6 months of service.
- Not in the process of involuntary termination.
- Have not already resigned, retired, or gone on disability pension.
- Commit to leaving city employment by date determined in VRIF Plan
- Exclusions for critical roles and/or grant funded roles
- Union agrees to participate

Proposed/Tentative Timeline

Phase	Date Range	Details
Application Window Opens	October 15, 2025	Employees may begin submitting VRIF applications.
Application Window Closes	October 31, 2025	Final day to submit applications for voluntary separation.
Review & Approval Period	Ongoing	HR and department heads review applications; as soon as they are received
Notification of Acceptance	Ongoing	Employees notified of acceptance into the VRIF program as soon possible.
Voluntary Separation Date	December 1, 2025	

SUPPORT SERVICES

- Dedicated HR support team for confidential consultations
- Financial and emotional counseling available
- Retirement planning support
- Contact Human Resources for any questions