

Exhibit A

PLAN APPLICATION AND SEPERATION DATE CALCULATION

If you meet the definition of eligible employee above and you want to participate in the Plan, you must submit an application. The application form is attached to this document as Attachment I. You must return the signed application form to the Plan Administrator during the application period. The application period begins on **October 15, 2025**, and ends on **October 31, 2025**. If you do not submit a completed application form before the close of business on October 31, 2025, you cannot become a participant. If you complete, sign and submit the application form, you are indicating that you are willing to voluntarily separate from your employment with the City on or before **December 1, 2025**, in exchange for the severance pay and benefits described below.

Employees may opt for a later separation date *only* under the following circumstances:

- Are retirement-eligible (*i.e.*, having the years and service necessary under your applicable pension plan to cease employment and immediately begin drawing pension benefits); and,
- Remain employed by the City after December 1, 2025; and,
- Who would complete a year of service under the pension plan in which they participate if permitted to voluntarily retire after October 31, 2025, but no later than ~~December 31, 2025~~ March 3, 2026 (so that you could retire with a greater benefit than if you had retired on or before October 31, 2025)

Under these limited circumstances, you may remain employed and on the payroll to the date you complete such year of service. Your voluntary retirement date will be the earlier of the date you complete such year of service or ~~December 31, 2025~~ March 3, 2026.

The date you choose to separate from the City on or before December 1, 2025, (with the exception as described above) is known as your “voluntary separation date.” (Should you wish to revise your voluntary separation date once you have submitted your application form to the Plan Administrator, you must notify the Plan Administrator in writing.)