

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

<b>CATEGORY:</b> Human Resources/Employees	<b>CODE NUMBER:</b> AC- 6-2
<b>TITLE:</b> Voluntary Separation Incentive Program	<b>ADOPTED:</b> 02/05/97
	<b>AMENDED:</b> 05/20/08
	<b>ORIGINATING DEPARTMENT:</b> County Attorney's Office
<b>PURPOSE/SCOPE:</b>	
<p>This Administrative Code is established for the purpose of implementing an incentive program available to qualified employees to voluntarily terminate employment under Ordinance No. 08-09. (Adopted May 20, 2008). This Voluntary Separation Incentive Program provides a monetary incentive to qualified employees who voluntarily elect to terminate employment.</p>	
<b><u>POLICY/PROCEDURE: EARLY OUT INCENTIVE</u></b>	
<ol style="list-style-type: none"> <li>1. The distribution of program applications and program administration shall be the responsibility of the Lee County Department of Human Resources.</li> <li>2. To qualify, employees must be earning a salary within the top thirty-five percent (35%) of their pay range; and, must have five (5) full years of current continuous service with the Board of County Commissioners. This incentive excludes all Contract Employees.</li> <li>3. Employees choosing to terminate employment pursuant to this program will continue on the county health insurance at their current level(s) including employee premium co-payments for one (1) year following the date of termination.</li> <li>4. The final date for submission of completed applications shall be set by the County Manager. Once an employee has elected and submitted an application for the Voluntary Separation Incentive Program, that election is irrevocable. The date of separation from employment shall be set by the County Manager or County Attorney at/or not later than September 15, 2008.</li> </ol>	

5. The Older Workers Benefits Protection Act (OWBPA), which prohibits discrimination on the basis of age is hereby incorporated by reference.
6. In return for electing to voluntarily terminate employment, each applicant will receive two (2) weeks of regular pay for each full year of full-time employment with the Lee County Board of County Commissioners; the maximum payment shall not exceed one (1) year of pay. Payments shall be made in two (2) installments. The first payment will be paid within thirty (30) days of the employee's separation date. The second payment will be made prior to January 31, 2009.
7. Any employee hired to fill a vacant position as the result of this Voluntary Separation Incentive Program may be paid up to the mid-point of the salary range for the vacant position. The County Manager and County Attorney will have discretion to approve a salary above the mid-point if warranted, and justified in writing.
8. Employees who accept the voluntary separation incentive will not be eligible for rehire by the County as an employee unless such rehire is approved by the County Manager or County Attorney who must document in writing specific reasons that such action is in the best interests of Lee County.
9. Payment shall include accrued vacation and sick-time as indicated in the Lee County Human Resources Personnel Policies and Procedures Manual.