

2025 Buffalo State Full-Time UUP and MC (13) Phased Voluntary Separation Program (PVSP)

The strengths and achievements of SUNY Buffalo State (the “Campus”) often stem from the contributions of dedicated faculty and staff. The Interim President of SUNY Buffalo State and the Buffalo State College Foundation (“BSC Foundation”) Board members are committed to seeking solutions to budget constraints that recognize the contributions of those who have helped develop and sustain our reputation for excellence.

With support from BSC Foundation, the Campus provided a two-million-dollar investment for a Voluntary Separation Program (VSP). Following completion of the VSP program, as funds have not been fully exhausted, this program has been identified a continuation of the original investment to support the Campus. As such, the Campus is pleased to offer a one-time, local, “Buffalo State Phased Voluntary Separation Program” (“PVSP”) to full-time UUP and full-time unclassified MC (Management Confidential 13) Buffalo State employees who are retirement eligible as defined by NYS. This program allows eligible employees to separate from the workforce gradually, with a reduction in both workload and pay. It is the Campus’ intention to exhaust available funding in support of this program, as such limited funding is available, and priority will be given based upon campus needs as determined by the President, Interim, or Officer in Charge.

It is important to note that this Phased Voluntary Separation Program is an additional part of a larger strategy to align SUNY Buffalo States operations, and that the entirety of the plan’s success is contingent on each part working to its fullest potential.

Eligibility

- To participate in the program, interested employees must meet eligibility requirements.
 - Full-time UUP-represented and Management Confidential (MC-13) employees who are NYS retirement eligible, with at least 10 years of full-time NYS service as of March 31, 2025, and in good standing at time of application may apply for the program.
- Eligible employees must complete and submit the online [Application to Participate Form](#) to Human Resources no later than March 31, 2025, by 4:00 p.m.

Pertinent Information

- The President or the campus executive administrator (designee), e.g., President, Interim, or Officer in Charge reserves the right to approve or deny any PVSP request.
- Eligibility to participate or the submission of an application, does not guarantee approval.
- Full-time employees on an approved leave (e.g.: Sabbatical, FMLA, etc.), are considered full-time for the purposes of eligibility for this program.
- An employee who has received formal written notice of an involuntary separation from Buffalo State is not eligible to participate.
- Employees who are rehired retirees are not eligible.
- The date used to calculate years of State service will be March 31, 2025.
- The lump-sum payment for approved participants will be calculated using the employee’s irrevocable letter of resignation.
- Payment will be issued following separation from the University.
- The effective date for change in FTE is July 1, 2025, for professional staff on a 12-month commitment. College year staff will change at the start of the obligation date.
- The effective date for change in FTE is September 1, 2025, for faculty.
- Participation in the program is voluntary.
- Approved PVSP participants should anticipate that they will not be rehired by Buffalo State in any capacity.

- Approval of applicants will be prioritized based on the needs of the University.
- The PVSP lump-sum distribution is reportable income.
- Interested employees must participate in a mandatory consultation with Human Resources to receive additional information on the PVSP (e.g.: lump-sum amount, health insurance, dental and vision coverage, sick leave calculation, etc.). This meeting is not required to be completed in advance of the application to participate.
- Employees who are interested in reviewing their options are encouraged to seek counsel from their tax advisors, retirement system representatives, financial planner, the Social Security Administration, and SUNY (campus) benefits manager, before deciding to apply to participate. Employees represented by a union also have the right to consult with their union representative.

IMPORTANT DATES	
Thursday, February 6, 2025	<p>PVSP campus-wide announcement from Interim President, Bonita Durand.</p> <p>Official launch of program on February 6, 2025, applications open for submission.</p>
Thursday, February 6, 2025 - Monday, March 31, 2025	<p>Individuals are required to meet with Erika Grande in Human Resources for a consult. Human Resources will inform employees regarding the amount of their lump-sum payment and other important information. To schedule an appointment with Erika:</p> <p>Book time with Grande, Erika Z: Phased Voluntary Separation Meeting • This link will expire on: April 24, 2025</p>
Monday, March 31, 2025	<p>Step 1: Employees must have completed and submitted the BSU Phased Voluntary Separation Program no later than March 31, 2025, by 4:00p.m.</p> <p>Step 2: Employees must have a consult with Human Resources. This consult is not required to be completed in advance of submission <i>of application</i>.</p> <p>Step 3: Human Resources will forward the application to the President or the campus executive administrator (designee) who will approve or deny it.</p>
Friday, May 16, 2025	<p>Employees will be notified, in writing, by the Interim President, or the campus executive administrator (designee), if their submitted application for the PVSP has been approved or denied.</p> <p>Notification will be received no later than close of business on May 16, 2025.</p>
No Later than Close of Business Friday, May 30, 2025	<p>Employees commit to participate in the PVSP by providing a irrevocable letter of resignation signed in ink and delivered to the Human Resources Office.</p> <p>Lump Sum payment will be issued following separation from the University.</p>

December 31, 2025
May 31, 2026

Final date of employment for approved PVSP participants. Note, with approval, employees may resign earlier than elected date.

Program Details

Minimum of 10 years through 25+ full-time years of State Service and NYS Retirement Eligible as defined by NYS.

Option 1

Lump Sum Payout \$25,000 Official Separation Date on or before, December 31, 2025	Phased Voluntary Separation Program: Work Obligation and Annual Salary decreases to 75% - 50%. FTE is changed per the PVSP.
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Option 2

Lump Sum Payout \$15,000 Official Separation Date on or before, December 31, 2025	Phased Voluntary Separation Program: Work Obligation and Annual Salary Remains 100%. FTE Remains 1.0
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Option 3

Lump Sum Payout \$10,000 Official Separation Date on or before, May 31, 2026	Phased Voluntary Separation Program: Work Obligation and Annual Salary decreases to 75% - 50%. FTE is changed per the PVSP.
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