What is a Voluntary Separation Program (VSP)?
The voluntary separation program (VSP) is a voluntary program designed to provide an incentive (up to one year’s base salary) to employees who meet eligibility and elect to participate, separating from employment. It is a tool provided by the State of South Carolina to allow state agencies the ability to implement a program to realign resources and/or permanently downsize based on the ability to demonstrate recurring cost savings.

What employees are eligible to participate?
Each VP or Dean bases decisions about incentive plans on their division’s strategic needs and priorities. The program is offered not as a tool to cut the budget, but instead to reallocate positions or funding. These are purely voluntary programs that are not required to be offered university-wide.

Will employees receive anything in the mail regarding plans?
Only eligible employees will receive a letter and a copy of the plan.

Who is not eligible for the Voluntary Separation Program (VSP)?
- Employees not meeting VSP plan requirements
- Non-FTE Employees (including but not limited to Intermittent, Temporary, Temporary Grant, Time Limited Project, or Student workers)
- Employees who submitted a notice of resignation, or retirement prior to the date of the VSP notification
- Employees who participate in a Retirement Incentive Plan (RIP)
- Current participants of the TERI Program or rehired retirees

If an employee meets the criteria, will they be required to participate in the VSP?
No, participation is completely voluntary.

How do employees participate in the VSP?
Schedule an appointment with the Office of Human Resources.

Do employees have to return the VSP Acknowledgement Notice even if they do not plan on participating?
Yes, all employees who receive the Voluntary Separation Program plan documents need to return the Acknowledgement Form to confirm receipt of the plan documents.

When will the VSP start?
Plan dates are set by the State, the Office of Human Resources, and by the VP or Dean offering the plan. Employees are notified of the plan start date within the information mailed to their home address.
If an employee submits the Agreement and Release Form but changes their mind about participating in the VSP, can they revoke their Agreement?
Yes, employees have seven (7) calendar days from the date of their acceptance to revoke their Agreement.

When must an employee separate from employment after they agree to participate in the VSP?
Separation dates are designated by the plan.

If an employee participates in the VSP, can they apply for another job at Clemson?
A participating employee cannot be reemployed into an FTE position with Clemson University or any SC state entity for two years from the date of separation.

A participating employee can return to Clemson or another agency in a temporary, temporary grant, or time-limited project position.

What is the incentive to participate in the VSP?
While incentives for participation are set by each plan, employees who are approved to participate in the VSP may receive:
- A separation payment of up to one (1) year’s base salary
- Payment the employer portion of health and dental benefits for up to one (1) year, unless the employee otherwise becomes eligible for such benefits
- Payment for any unused annual and compensatory leave balances as provided in the Human Resources Regulations and agency policy

How will premiums for the employee portion be collected?
The employee will have various options for payment of employee premiums.

What happens to unused Annual and Compensatory Leave?
Employees will receive payment for any unused annual and compensatory leave balances as provided in the Human Resources Regulations. All unused sick leave is forfeited.

Can the separation payment and/or the annual or compensatory leave payout be deferred to a university-sponsored 401k, 457, or 403b plan account?
Yes, employees can defer their separation payment, annual leave payout, and/or compensatory leave payout in full or in part to a university-sponsored 401k, 457, or 403b plan account. Deferral(s) will be subject to IRS annual contributions limits.

Who do employees contact if they have questions about the VSP and my options?
The Office of Human Resources.