

STATE OF MARYLAND

Voluntary Separation Program

PROGRAM GUIDE

February 18, 2015

Prepared by

Maryland Department of Budget and Management

SEVERANCE PAY

Each Participant will receive a lump sum payment of \$15,000. Participants also will receive an additional "service payment" of \$200 per year of State service.

For purposes of the service payment, partial years of service will be rounded up. For example, an employee with 63 months (i.e., 5 years and 3 months) of State service will receive credit for a total of 6 years of State service for purposes of computing the additional service payment (\$200 for each year of service).

SEVERANCE BENEFITS

Participants also shall receive the following severance benefits:

- a) Three months of continued medical, dental and prescription drug benefits (in the plans in which the Participant was enrolled immediately prior to separation) **at no cost**, through July 31, 2015;
- b) Continuation Medical Coverage
 - i. Under federal law (referred to as "COBRA"), if you participated in the State's health plan on April 28, 2015, you may be entitled to elect health care continuation coverage for up to eighteen (18) months from the date health benefits terminate. Under COBRA, **you are required to pay the full cost for such coverage**, plus a two-percent (2%) administrative fee.
 - ii. All of the terms and conditions of the State-sponsored medical, dental and prescription drug benefit plans, as amended from time to time, shall be applicable to you (and your eligible dependents) if you are participating in any form of continuation coverage under the State-sponsored medical, dental and prescription drug benefit plans. You will have 63 days from the date on the COBRA election letter to elect COBRA continuation coverage beyond July 31, 2015. More information regarding your COBRA benefits will be provided after your separation;
- c) Payment for Accrued, Unused Annual Leave – As with any employee who separates from his or her employment, Participants will receive payment for accrued but unused annual leave, in accordance with the law and normal State practice;
- d) Payment for Unused Compensatory Leave – As with any employee who separates from his or her employment, Participants will receive payment for unused compensatory leave, in accordance with the law and normal State practice.

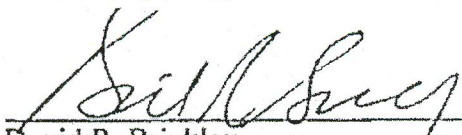
RETURN OF STATE PROPERTY

In accordance with standard procedures, State property (e.g., keys, documents and records, uniforms, identification cards, etc.) shall be returned by a Participant on or before April 28, 2015 in order for such Participant to commence receiving severance pay and severance benefits under the VSP.

RECOMMENDATION OF ATTORNEY REVIEW

Eligible Employees are encouraged to contact their personal attorney at their own expense to discuss the VSP and to review the VSP Application and Agreement, if they so desire.

The effective date of this Guide is February 18, 2015. Any changes made thereafter shall become effective upon approval of the Secretary.



David R. Brinkley
Secretary, Department of Budget and Management

The Voluntary Separation Program details are attached. There is a long list of classification which are excluded from the program, it is also attached. In addition, the following agencies are excluded:

The Attorney Grievance Commission
The Baltimore City Sheriff's Office
Bowie State University
Chesapeake Bay Commission
College Savings Plan of Maryland
Coppin State University
DHMH Local Health Departments (Non-budgeted)
Frostburg State University
General Assembly
IWIF
Judiciary
Maryland African American Museum Corporation
MAIF
Maryland Environmental Service
Maryland Food Center Authority
Maryland School for the Deaf
Maryland Stadium Authority
Morgan State University
Register of Wills
Salisbury University
St. Mary's College of Maryland
Towson University
University of Baltimore
University of Maryland, Baltimore
University of Maryland, College Park
University of Maryland, Baltimore County
University of Maryland, University College
University of Maryland, Eastern Shore
University of Maryland System

Deadlines are in the attachments.

I have also attached a list of bills currently moving through the legislature which have an impact on State, County, Judicial or University Employees.

More information next week. Have a great weekend.

Rose Wertz
Labor Relations Specialist
MCEA/AFT

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**CLASSIFICATIONS/POSITIONS EXCLUDED FROM THE STATE OF MARYLAND
VOLUNTARY SEPARATION PROGRAM
February 18, 2015**

CLASS CODE	CLASS TITLE
xxxx	SECRETARY/AGENCY HEAD
xxxx	BOARD AND/OR COMMISSION MEMBER
3154	AGRIC CMDTY GRADER I
3155	AGRIC CMDTY GRADER II
3156	AGRIC CMDTY GRADER III
3499	AGRIC CMDTY GRADER IV
3160	AGRIC CMDTY GRADER SR
3157	AGRIC CMDTY GRADER TRAINEE
1902	AGRIC CMDTY GRADING SUPV
3250	AMUSEMENT RIDE INSPECTOR I
3251	AMUSEMENT RIDE INSPECTOR II
3252	AMUSEMENT RIDE INSPECTOR SUPV
6412	ASST DIR OF NURSING
4294	ASST DIR OF NURSING MED
0355	ASST DIR OF NURSING PERKINS
4293	ASST DIR OF NURSING PSYCH
9287	ASST MED EXAM BD CERT
9288	ASST MED EXAM NON BD CERT
8016	ASST MVA BRANCH MANAGER I
8017	ASST MVA BRANCH MANAGER II
5891/9537	ASST PRINCIPAL DHMH/MSDE
9721	ASST SUPERINTENDENT
7547	ASST TOXICOLOGIST PM, BOARD CERTIFIED
7550	ASST TOXICOLOGIST PM, LEAD
7546	ASST TOXICOLOGIST PM, NON-BOARD CERTIFIED
0336	AUTOPSY ASSISTANT
0335	AUTOPSY ASSISTANT TRAINEE
0337	AUTOPSY ASSISTANT, LEAD
7537	AUTOPSY SERVICES SUPERVISOR
2778	AVIATION MAINT TECHNICIAN, HELICOPTER
3651	AVIATION MECHANIC CHIEF INSPECTOR
2779	AVIATION TECHNICIAN HELICOPTER LD
0524	AVIATION TECHNICIAN INSPECTOR SUPERVISOR
3052	BAKER I
1796	BAKER II
4023	BUILDING SECURITY OFFICER I
6227	BUILDING SECURITY OFFICER I
4024	BUILDING SECURITY OFFICER II
6231	BUILDING SECURITY OFFICER II
4022	BUILDING SECURITY OFFICER TRAINEE
4452	CAMH ASSOCIATE I
4453	CAMH ASSOCIATE II
4454	CAMH ASSOCIATE III
6038	CAMH ASSOCIATE III

4864	CUSTOMER AGENT II
4865	CUSTOMER AGENT III
4866	CUSTOMER AGENT IV
4867	CUSTOMER AGENT V
0346	DEP BOILER INSPECTOR COMM
0401	DEP BOILER INSPECTOR UNCOMM
9286	DEP MED EXAM POST MORTEM
4982	DEP SHERIFF
1322	DEP SHERIFF CAPTAIN
1321	DEP SHERIFF LIEUTENANT
1323	DEP SHERIFF MAJOR
1320	DEP SHERIFF SERGEANT
4095	DEP SHERIFF TRNEE
4103	DEP ST FIRE MARSHAL ADV EXPLOS
4104	DEP ST FIRE MARSHAL ADV INSP & INV
4098	DEP ST FIRE MARSHAL I
4099	DEP ST FIRE MARSHAL II EXPLOS
4100	DEP ST FIRE MARSHAL II INSP & INV
4102	DEP ST FIRE MARSHAL MANAGER
4101	DEP ST FIRE MARSHAL SUPV
4209	DEVELOPMENTAL DISABIL ASSOC
4399	DEVELOPMENTAL DISABIL ASSOC ASST MGR
4212	DEVELOPMENTAL DISABIL ASSOC MGR
6453	DEVELOPMENTAL DISABIL ASSOC MGR
4210	DEVELOPMENTAL DISABIL ASSOC SUPER
4211	DEVELOPMENTAL DISABIL SHIFT COOR
4240	DIALYSIS SERV CHIEF
4238	DIALYSIS SERV TECH I
4239	DIALYSIS SERV TECH II
4237	DIALYSIS SERV TECH TRAINEE
9539	DIR CORR EDUC MSDE
6195	DIR NURSING
4296	DIR NURSING MED
5440	DIR NURSING PERKINS
4295	DIR NURSING PSYCH
4002	DIRECT CARE ASST I
4003	DIRECT CARE ASST II
6199	DIRECT CARE ASST II
4001	DIRECT CARE TRAINEE
2610	DJS RES GROUP LIFE MGR I
2611	DJS RES GROUP LIFE MGR II
2606	DJS RESIDENT ADVISOR I
2607	DJS RESIDENT ADVISOR II
2608	DJS RESIDENT ADVISOR LEAD
2609	DJS RESIDENT ADVISOR SUPV
2599	DJS RESIDENT ADVISOR TRNEE
2615	DJS YOUTH CENTER COOK I
2616	DJS YOUTH CENTER COOK II
2617	DJS YOUTH CENTER COOK LEAD
4809	DOT AIR TRAFFIC CONTROL SPECIALIST
4810	DOT AIR TRAFFIC CONTROL SUPV
4014	DOT AIRPORT DIVISION FIRE CHF FIRE OPERATIONS

4868	DRIVERS LICENSE AGENT I
4869	DRIVERS LICENSE AGENT II
4870	DRIVERS LICENSE AGENT III
3247	ELEVATOR INSPECTOR I
3248	ELEVATOR INSPECTOR II
3249	ELEVATOR INSPECTOR SUPERVISOR
2215	EMERGENCY MGMT OPERATIONS OFF
2217	EMERGENCY MGMT OPERATIONS OFF MGR
2216	EMERGENCY MGMT OPERATIONS OFF SUPV
1425	EMERGENCY RESPONSE TECHNICAL
1426	EMERGENCY RESPONSE TECHNICIAN SR.
4421	EMS COMM OPER I
4422	EMS COMM OPER II
4423	EMS COMM OPER LEAD
7896	FACILITY MAINTENANCE SUPERVISOR I
7897	FACILITY MAINTENANCE SUPERVISOR II
7887	FACILITY MAINTENANCE TECHNICIAN I
7888	FACILITY MAINTENANCE TECHNICIAN II
7889	FACILITY MAINTENANCE TECHNICIAN III
7890	FACILITY MAINTENANCE TECHNICIAN IV
0683	FAMILY INVESTMENT SPECIALIST I
3546	FAMILY INVESTMENT SPECIALIST II
0691	FAMILY INVESTMENT SPECIALIST III
3547	FAMILY INVESTMENT SPECIALIST IV
3254	FAMILY INVESTMENT SPECIALIST SUPV I
3255	FAMILY INVESTMENT SPECIALIST SUPV II
4508	FAMILY SERVICES CASEWORKER I
6121	FAMILY SERVICES CASEWORKER I
4509	FAMILY SERVICES CASEWORKER II
4510	FAMILY SERVICES CASEWORKER III
4507	FAMILY SERVICES CASEWORKER TRAINEE
6120	FAMILY SERVICES CASEWORKER TRAINEE
0501	FAMILY SUPPORT WORKER I
0502	FAMILY SUPPORT WORKER II
0503	FAMILY SUPPORT WORKER LEAD
0500	FAMILY SUPPORT WORKER TRAINEE
9547	FIELD COOR CORR EDUC MSDE
4447	FINGERPRINT SPECIALIST I
4448	FINGERPRINT SPECIALIST II
4449	FINGERPRINT SPECIALIST III
4451	FINGERPRINT SPECIALIST MANAGER
4450	FINGERPRINT SPECIALIST SUPV
4105	FINGERPRINT TECHNICIAN
4107	FINGERPRINT TECHNICIAN MANAGER
4106	FINGERPRINT TECHNICIAN SUPV
0163	FOOD SERVICE ASSISTANT
6444	FOOD SERVICE ASSISTANT
1038	FOOD SERVICE SUPV I
6073	FOOD SERVICE SUPV I
0525	FOOD SERVICE SUPV II
4561	FOOD SERVICE WORKER
0221	FORENSIC INVESTIGATOR

1509	MIL AIRPORT FIREFIGHTER LT
1506	MIL AIRPORT FIREFIGHTER TRAINEE
2241	MIL YOUTH COUNSELOR PGM SUPR
2009	MIL YOUTH COUNSELOR SUPR
2084	MIL YOUTH WORKER I
2085	MIL YOUTH WORKER II
2012	MIL YOUTH WORKER LEAD
0499	MIL YOUTH WORKER SUPV
2266	MILITARY YOUTH COUNSELOR I
3147	MILITARY YOUTH COUNSELOR II
9484	MSA SECURITY OFFICER
9446	MSA SECURITY SHIFT SUPERVISOR
0898	MSP AVIONICS TECHNICIAN
5218	MSP CADET
5900	MSP CAPTAIN
2275	MSP CIVILIAN FIXED WING & HELI CHF PILOT
2275	MSP CIVILIAN FIXED WING & HELI CHF PILOT
2273	MSP CIVILIAN FIXED WING PILOT FLGT INSTR
2273	MSP CIVILIAN FIXED WING PILOT FLGT INSTR
5901	MSP CORPORAL
5902	MSP DETECTIVE SGT
5904	MSP FIRST SGT
5906	MSP LIEUTENANT
5905	MSP LIEUTENANT COL
5907	MSP MAJOR
5918	MSP MEDIC
2281	MSP PILOT I
2282	MSP PILOT II
2283	MSP PILOT III
2284	MSP PILOT IV
5920	MSP PILOT UNIFORM
5908	MSP SERGEANT
5903	MSP SGT MAJOR
5912	MSP TROOPER
5913	MSP TROOPER I/C
9502	MTA POLICE CAPTAIN
9501	MTA POLICE LIEUTENANT
8301	MTA POLICE LIEUTENANT COLONEL
9503	MTA POLICE MAJOR
9500	MTA POLICE SERGEANT
8014	MVA BRANCH MANAGER I
8015	MVA BRANCH MANAGER II
8094	MVA INVESTIGATOR
8095	MVA INVESTIGATOR ADVANCED
8096	MVA POLICE INVESTIGATOR
8460	MVA SECTION MANAGER CENTRAL PROGRAMS
8462	MVA SECTION MANAGER INVESTIGATION
8461	MVA SECTION MANAGER VEHICLE INSPECTION
8050	MVA VEHICLE COMPLIANCE AGENT I
8051	MVA VEHICLE COMPLIANCE AGENT II
8055	MVA VEHICLE COMPLIANCE AGENT III
8056	MVA VEHICLE COMPLIANCE AGENT SUPERVISOR

6806	PHYSICIAN CLINICAL SPECIALIST
4603	PHYSICIAN CLINICAL STAFF
6803	PHYSICIAN CLINICAL STAFF
4609	PHYSICIAN PROGRAM MANAGER II
4611	PHYSICIAN SUPERVISOR
6811	PHYSICIAN SUPERVISOR
0860	POLICE COMM SYSTEMS TECH I
0862	POLICE COMM SYSTEMS TECH II
2703	POLICE COMMUNICATIONS OPER I
2704	POLICE COMMUNICATIONS OPER II
6311	POLICE COMMUNICATIONS OPER II
1381	POLICE COMMUNICATIONS OPERATOR SUPERVISOR
4125	POLICE OFFICER I
4126	POLICE OFFICER II
6675	POLICE OFFICER II
4127	POLICE OFFICER III
0659	POLICE OFFICER MARTIN STATE AIRPORT
0617	POLICE OFFICER MILITARY
4158	POLICE OFFICER SERGEANT DGS
4128	POLICE OFFICER SUPERVISOR
6372	POLICE OFFICER SUPERVISOR
0618	POLICE OFFICER SUPRV MILITARY
0660	POLICE OFFICER SUPV MARTIN STATE AIRPORT
4124	POLICE OFFICER TRAINEE
5890/9538	PRINCIPAL
4280	RADIOLOGIC TECHNOLOGIST I
4281	RADIOLOGIC TECHNOLOGIST II
4282	RADIOLOGIC TECHNOLOGIST SUPV
1859	RAILROAD INSPECTOR I
1858	RAILROAD INSPECTOR II
4133	RANGER I
4134	RANGER II
4132	RANGER TRAINEE
4284	REGISTERED NURSE
6654	REGISTERED NURSE
6655	REGISTERED NURSE CHARGE
4286	REGISTERED NURSE CHARGE MED
0349	REGISTERED NURSE CHARGE PERKINS
4285	REGISTERED NURSE CHARGE PSYCH
4164	REGISTERED NURSE CHARGE, RCJ
4292	REGISTERED NURSE MANAGER MED
0351	REGISTERED NURSE MANAGER PERKINS
4291	REGISTERED NURSE MANAGER PSYCH
4166	REGISTERED NURSE MANAGER,RCJ
0348	REGISTERED NURSE PERKINS
4406	REGISTERED NURSE QUALITY IMP MED
4407	REGISTERED NURSE QUALITY IMP PSYCH
4165	REGISTERED NURSE SUPERVISOR,RCJ
6205	REGISTERED NURSE SUPV
4288	REGISTERED NURSE SUPV MED
0350	REGISTERED NURSE SUPV PERKINS
4287	REGISTERED NURSE SUPV PSYCH

5895	TEACHER APC PLUS 30
9531	TEACHER APC PLUS 30 MSDE
5898	TEACHER APC PLUS 60
9533	TEACHER APC PLUS 60 MSDE
9525	TEACHER CONDITIONAL
5885	TEACHER CONDITIONAL DHMH
5893	TEACHER LEAD
9535	TEACHER LEAD MSDE
5899	TEACHER SPC
9527	TEACHER SPC MSDE
5892	TEACHER SUPERVISOR
9536	TEACHER SUPERVISOR MSDE
7528	TOXICOLOGIST POST MORTEM
9824	TRAINMASTER
0174	WAU DETECTIVE
0175	WAU DET SUPERVISOR I
0176	WAU DET SUPERVISOR II
0177	WAU DET ASSISTANT DIRECTOR