



The Ohio Turnpike Commission

Human Resources

November 30, 2009

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The Ohio Turnpike Commission ("Commission") adopted a Resolution at its November 16, 2009 meeting authorizing the Executive Director to offer a Voluntary Separation Incentive Program ("VSIP") to all part-time toll collectors. Participation in the program is voluntary and not mandatory. All part-time toll collectors are eligible to participate in this program, except for those who have applied for or are receiving disability retirement benefits through OPERS, regardless of their respective length of continuous service with the Commission. Employees who have applied for or are receiving disability retirement benefits through OPERS are not eligible to participate in this program

Any part-time-toll collector who wishes to participate in this program is eligible to receive a one-time payment that is based upon the number of years of continuous service with the Commission as follows:

0-5 years of continuous service (\$5,000.00)
5-10 years of continuous service (\$10,000.00)
10 or more years of continuous service (\$15,000.00)

less all applicable payroll deductions and applicable taxes within thirty (30) days of their last date of employment. In order to participate in the VSIP, a part-time toll collector must fully complete and deliver the enclosed irrevocable written agreement to either resign or retire from their position of employment with the Commission. The Application and Agreement for Enrollment Form ("Enrollment Form") must be received by the Human Resources Department on or before January 29, 2010 by 4:30 p.m., either in person or by Certified U.S. Mail, postage prepaid. The Human Resources Department will not accept applications via inter-office mail. (Form enclosed with package.) Please note that employees who elect to participate in the VSIP by retiring from their position of employment with the Commission may do so at any time before December 1, 2010. However, any employee intending to participate in this voluntary program by retiring must execute and deliver the irrevocable written Agreement and Enrollment Form to the Human Resources Department on or before the January 29, 2010 deadline regardless of whether or not they intend to continue working for the Commission through November 30, 2010.

Part-time toll collectors who wish to participate in the VSIP by resigning their position of employment must also execute and deliver to the Human Resources Department their respective irrevocable written agreement to resign their position and must actually resign their position of employment with an effective date not later than February 1, 2010.

Letter to Part-time Toll Collectors
November 30, 2009
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The terms and conditions governing the VSIP are fully set forth in the Plan Document which is also enclosed in this package of information. Please review the Plan Document closely and feel free to consult with your financial advisor, attorney or your Union business agent. Commission personnel are not authorized or permitted to advise you regarding VSIP participation. Please be advised that part-time toll collectors who elect to voluntarily participate in the VSIP are not eligible to receive unemployment compensation after separating from their employment with the Commission.

Part-time toll collectors who participate in the program shall not be eligible for re-employment with the Commission at any time. In addition, the Commission will not approve the rescission of any irrevocable written agreement. Please note that the incentive payment is subject to all state and federal withholding requirements, including the payment of taxes. In addition, the lump sum payment shall not be considered as earnable salary or be included in the calculation of the Applicant's highest average salary by OPERS. Employees who participate in the Employees Deferred Compensation Program may be eligible to defer a portion of the lump sum payment into their account. Employees interested in doing this should directly contact the Ohio Public Employees Deferred Compensation Program not less than thirty (30) days prior to their effective date of resignation or retirement. The Commission is not responsible for the Employees Deferred Compensation Program's failure to accept or process these forms.

Should you have any questions regarding this correspondence, please contact me at (440) 234-2081, ext. 1111.

Sincerely,



Robin Carlin
Director of Human Resources

Attachments: Application and Agreement for Enrollment
VSIP Plan Document
VSIP Payment Information
VSIP Checklist
Letter of Resignation

VOLUNTARY SEPARATION INCENTIVE PROGRAM
LETTER OF RESIGNATION FORM

I, _____ do hereby tender my voluntary resignation from my position of Full-time/Part-Time (Circle one) Toll Collector, which resignation shall be effective _____ (Enter Effective Date or last date of employment in conjunction with the Ohio turnpike Commission's Voluntary Separation Incentive Program). I further understand that by participating in the Ohio Turnpike Commission's VSIP, I am not eligible to receive State unemployment compensation.

Last day employee will work or is on approved paid leave: _____ (Does not include R days)

Employee Signature

Date

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