



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

May 20, 2020

**TO:** Agency Directors

**FROM:** David Schumacher  
Director

**SUBJECT: REVISED GUIDELINES FOR 2019-21 VOLUNTARY SEPARATION AND RETIREMENT INCENTIVE PROGRAM**

Section 905 of the 2019-21 operating budget (Chapter 415, Laws of 2019) allows a voluntary separation and retirement incentive program to give agencies the option to offer financial incentives to employees to voluntarily separate from state service through retirement or resignation.

When the Office of Financial Management issued guidelines for the program in August 2019, participation was limited to agencies that had experienced significant, statutorily directed reorganization, or change in primary mission and body of work between calendar years 2015 and 2019. Given the significant budget challenges we face, we have revised the guidelines to open eligibility for the program to all agencies, provided they develop a proposal that meets the guidelines.

If your agency wishes to participate, you must submit a voluntary separation and retirement incentive plan to OFM for review and prior approval. Once plans are approved, agencies must report quarterly to the Department of Retirement Systems and OFM State Human Resources Division, and submit a final report to OFM and the Legislature at the end of the biennium.

If you have any questions, please contact the staff listed in the guidelines.

cc: Franklin Plaistowe, Assistant Director for State Human Resources, OFM  
Nona Snell, Assistant Director for Budget, OFM  
Jane Sakson, Senior Budget Assistant, OFM  
Shawn Merchant, Legislative and Stakeholder Relations Director, DRS  
Charlie Gavigan, Staff Coordinator, House Appropriations Committee  
Michael Bezanson, Staff Coordinator, Senate Ways & Means Committee