



DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF MANAGEMENT AND BUDGET  
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SHAWN A. THELEN  
COMMISSIONER

M. DAVID REILLY  
DEPUTY COMMISSIONER

Dear County Employee,

The COVID-19 pandemic has created a devastating economic crisis globally and locally. With the County having projected revenue shortfalls of an estimated forty million dollars (\$40,000,000.00) and the state potentially reducing funding by twenty percent (20%) to mandated programs, the task of preparing the 2021 budget has become daunting to say the least.

Despite these challenges, the County of Albany continues to work tirelessly to find solutions to our budget crisis, with our perpetual goal of maintaining our exceptional services to our community, while keeping our County staff employed. In addition to cutting expenses throughout County departments, a wide range of options have been considered. One such option is an Early Separation Payout (ESP). This is a voluntary incentive program for employees to leave County service. An employee seeking ESP is not required to have a minimum number of years of service, nor is the employee required to be of retirement age. The ESP shall be offered to full time County employees and shall be a one-time payment of fifteen thousand dollars (\$15,000.00).

Please note, there are a limited number of ESPs available. An employee interested in the ESP must submit the attached form via email to: [ESP@albanycountyny.gov](mailto:ESP@albanycountyny.gov) **on or before September 4, 2020 at 3:00 PM**. The applications shall be reviewed in order of receipt and in consideration of many factors, including, but not limited to, department size, salary, and ability to maintain vacancy.

An approved employee applicant must voluntarily resign from County employment prior to December 15, 2020. The employee shall agree that she/he shall not be eligible to return to County employment, in any capacity, for a period of three (3) years. The position in the Department shall not be funded in the 2021 budget.

Should you elect to participate or request further information, please return the attached application portion of this letter **on or before September 4, 2020 at 3:00 PM**.

**Early Separation Payout Facts:**

1. **Early Separation Payout:** Upon separation or as soon as practicable thereafter Albany County shall pay to the Employee \$15,000. This payment shall be made in one lump sum payment and subject to all applicable state and federal withholdings.
2. **Unpaid Accrued Vacation Time:** Upon the Separation Date or as soon as practicable thereafter the Albany County shall pay to the Employee any portion of the Employees, accrued but unused

vacation time in accordance with Rules and Regulations and/or Collective Bargaining Agreement.

3. **Personal and Sick Time:** Any portion of the employee's accrued but unused personal and sick time shall NOT be paid upon separation unless pursuant to a Collective Bargaining Agreement.
4. **Longevity:** If the Employee is due a longevity check between the Effective Date and December 31, 2020 longevity shall be paid to the employee upon the effective date or as soon as practicable thereafter.
5. **Future Employment with Albany County:** Employees shall not be eligible for re-employment with the County of Albany in any Department or in any capacity for three years following the Effective Date.
6. **Health Insurance:** Upon the effective date employees shall be eligible to continue health insurance in the following two circumstances:
  - a. As provided for in Addendum – 1 COBRA of the Rules and Regulations for Albany County Employees. (A copy of which is attached hereto.)
  - b. As provided for in Article IX Health Insurance Continuation for Eligible Retirees and/or in accordance with the Collective Bargaining Agreement.
7. **Retirement:**
  - a. This Program **SHALL NOT** be construed as an early retirement incentive.
  - b. This Program **SHALL NOT** provide the Employee with the ability to retire early with the NYS retirement system.
  - c. This Program **SHALL NOT** provide any additional service credits with the NYS Retirement System.
8. Employees are advised and encouraged to consult with their Union Representative before participating in the Program.
9. **Dates:** Employees must decide whether to accept the opportunity no later than **September 4, 2020** with a separation date no later than **December 15, 2020**.
10. **Eligibility:** All applications shall be reviewed in order of receipt and in consideration of many factors, including, but not limited to, department size, salary, and ability to defund the position for the 2021 budget.

Sincerely,



M. David Reilly