

Arkansas Tech University
Questions and Answers for Chairs, Deans, and Supervisors:
Voluntary Employee Retirement Incentive

1. Will chairs, deans, and supervisors know the names of employees who are eligible for the VERI program?

Chairs, deans, and supervisors will not receive notification of employees within a department or a college who are eligible for the VERI program.

2. Can a chair, dean, or supervisor ask an employee if he or she is eligible for the VERI program?

No. An employee's decision to accept the VERI must be voluntary and within the control of the employee. A chair, dean, or supervisor should not take any action that encourages or discourages the employee to accept the VERI. Any reports of chairs, deans, or supervisors attempting to persuade an employee concerning his or her decision to accept the VERI program are to be reported to the Office of Human Resources.

3. Can a chair, dean, or supervisor ask an employee if he or she is going to accept VERI?

No. An employee's decision to accept the VERI must be voluntary and within the control of the employee. A chair, dean, or supervisor should not take any action that encourages or discourages the employee to accept the VERI. Any reports of chairs, deans, or supervisors attempting to persuade an employee concerning his or her decision to accept the VERI program are to be reported to the Office of Human Resources.

4. What should a chair, dean, or supervisor do if an eligible employee wants to discuss the VERI program?

An employee's decision to accept the VERI must be voluntary and within the control of the employee. Chairs, deans, and supervisors should not provide any guidance, opinion, or recommendation to employees regarding the VERI program itself or an employee's decision to participate or not participate in the VERI program. The following are example questions that **should not be answered**:

- What would you do?
- Should I accept this offer?
- What do you think of the offer?
- Is this really a one-time offer?
- Do you think this is financially the right decision for me?
- Do you think I should continue to work for a specified number of years?

An employee should be referred to the (a) language in the Voluntary Employee Retirement Agreement, which advises an eligible employee to consult independent legal counsel, accountants, and others who could aid him/her in making an informed decision regarding the VERI program prior to determining whether to participate and (b) Office of Human Resources for further information during the election period of August 20, 2020 to October 23, 2020.

5. How will chairs, deans, or supervisors be notified that an eligible employee has accepted the VERI?

Chairs, deans, and supervisors will receive notification of employees that accepted the VERI following the 7-day revocation period.

6. Do I have to allow eligible employees attend the VERI information sessions?

Yes. The University is offering informational sessions on August 31 and September 1. It is also offering individual appointments with TIAA virtually. Chairs, deans, and supervisors should make reasonable accommodations to allow eligible employees to attend the informational sessions and individual appointments.

7. Do I have to allow eligible employees time to meet with the Office of Human Resources?

Yes. Chairs, deans, and supervisors should make reasonable accommodations to allow eligible employees to meet with the Office of Human Resources.

8. How should I answer specific questions related to the VERI program?

Please see the answer to question number 4 above.

9. Will the VERI be paid out of my department's budget?

The VERI payout contribution will be made from the index in which the employees' salaries are budgeted. Adjustments will be made to accommodate payout contributions exceeding the available budget.

10. Will my department or college be able to fill positions vacated as part of the VERI?

The President and Position Review Committee will review each open position following the VERI program and take into consideration ATU policies and all applicable laws and regulations. This process may result in the fulfillment of new, critical lines; replacement of existing positions; or the reorganization and/or restructuring of positions.