

**MEMORANDUM OF AGREEMENT**  
**Voluntary Separation from Service Incentive Plan**

**American Federation of Teachers AFL-CIO (“AFT”), Local 2274**  
**-and-**  
**RAMAPO COLLEGE OF NEW JERSEY**

In order to promote amicable employer-employee relations, Ramapo College of New Jersey (the “College”) and the American Federation of Teachers AFL-CIO, Local 2274 (the “Union”) hereby agree as follows in regard to a Voluntary Separation from Service Incentive Plan (“VSIP”) that shall be available to certain members of the Union.

WHEREAS, during the Spring 2020 semester, a global pandemic associated with the novel coronavirus, COVID-19, prompted a nationwide shutdown of public establishments and businesses of every type and nature, in New Jersey and throughout the country, to protect the health and safety of its citizens, and which presently continues; and

WHEREAS, the public health emergency related to COVID-19, Executive Order 104 and other governmental actions required major campus closures and changes in operations that have caused unforeseen and unprecedented reductions in revenues and increases in costs for the College, which will flow through beyond Fiscal Year 2022; and

WHEREAS, during the pandemic, the College had to make extensive modifications and adjustments in all aspects of instruction, research, and campus operations and may be compelled to do so for the foreseeable future; and

WHEREAS, the College has incurred and is continuing to incur significant expenditures and reductions in campus operations revenues due to the pandemic; and

WHEREAS, due to the economic crisis caused by the pandemic, and to achieve personnel salary savings for Fiscal Year 2022,

IT IS ON THIS DAY OF March 1, 2022, the College and the Union hereby agree as follows:

1. The intent of this Memorandum of Agreement is to offer a VSIP to certain eligible long-term Union members whose separation from service would generate personnel salary savings to the College.
2. The College recognizes the valuable contributions of these individuals and respects their many years of service to the institution and community.
3. The College would benefit from the cost-savings in salary and benefits from individuals who agree to separate from service.
4. Eligibility:
  - Full-time Union members with a minimum of 10 years of Ramapo College service by December 31, 2021, who meet the minimum service criteria set forth in Paragraph 5 below shall be considered for this incentive. Any eligible Union member who has, prior to the date of this

Memorandum of Agreement, filed for retirement in 2022 may be considered for participation in the VSIP.

- Union members applying for the VSIP shall be evaluated on a case-by-case basis. All evaluations are done at the discretion of management and a determination of ineligibility shall not be subject to the grievance procedure.

5. Consideration:

In consideration for their voluntary agreement to separate from the College, eligible Union members who separate from service within the framework of this Memorandum of Agreement on June 30, 2022 will be paid a specified percentage of their base salary as outlined in Exhibit A of this Memorandum of Agreement.

6. Application to the VSIP:

- To apply for separation, the Notice of Intent to participate in the VSIP (the form of which is annexed hereto as Exhibit B) and an executed Separation Election Agreement and Release (the form of which is annexed hereto as Exhibit C) must be received by the College's Human Resources Department by April 30, 2022.
- Applicants who are accepted for participation in the VSIP will be notified of acceptance by May 10, 2022.
- Failure to submit the Application for Voluntary Separation and Separation Election Agreement and Release by April 30, 2022 shall be a non-revocable decision to not participate in the VSIP.

7. The College may limit the number of participants in the VSIP based on business continuity and campus needs or any other operational reason. In the event there are multiple applicants within the same unit that, for operational reasons, cannot all be approved at the same time, the Office of Human Resources will consult with the AFT to determine the timing for participation in the VSIP and approval will be based on seniority of service. However, in no event will an approved employee be informed of the delay later than June 30, 2022. The College may discontinue the VSIP at any time without notice in its sole discretion and Union members shall have no expectation that the VSIP will be renewed in the future. Discontinuation of the VSIP shall have no effect on any applicant who has been accepted for participation in the VSIP prior to the discontinuation.

8. AFT unit members who agree to separate from service pursuant to this Memorandum of Agreement shall have an effective separation date of June 30, 2022-July 1, 2022.

9. The College agrees to assist Union members who are eligible to retire from State service with the processing of their retirement applications to the Division of Pension and Benefits to expeditiously effectuate timely retirement.

10. The Union and participating Union members agree that separation under the terms of this Memorandum of Agreement is an irrevocable agreement to separate from service with no expectation of rehiring and must sign an agreement stating such.

