

**Jackson State Community College**  
**Voluntary Buyout Program**

**APPLICATION**

I wish to apply for the Voluntary Buyout Program (VBP), and I understand this application must be either hand delivered, mailed via regular or express mail or scanned original sent from the employee JSCC e-mail account and received by the VBP Administrator at the address below by 4:30 p.m. Central time, January 14, 2022. I also understand that I may revoke my signed application by notifying the VBP Administrator in writing between the dates of January 14, 2022 - January 21, 2022. The revocation letter must be delivered by 4:30 p.m. Central time on or before January 21, 2022. I acknowledge that if I revoke my application, I shall not be entitled to any severance pay.

I acknowledge and agree that I understand the terms and conditions of the VBP and that my decision to apply is voluntary. I further acknowledge that in order to obtain severance pay, I must submit a signed Waiver and Release Agreement to the Office of Human Resources on my Voluntary Separation Date.

In the event my application is approved, and I sign and submit the Waiver and Release Agreement timely, I will be entitled to severance pay under the VBP. I understand that if I am eligible for retirement benefits under the State's retirement plan and elect to voluntarily terminate before my application is approved, my employment will be terminated even if my application is denied. I understand that instead of voluntarily terminating before my application is considered, I may wait until a decision is made on my application. I also understand that if I am retirement eligible and opt for a Voluntary Separation Date before May 13, 2022, I acknowledge that in order to obtain severance pay, I must submit a signed Waiver and Release Agreement by the later of my Voluntary Separation Date or May 13, 2022. If I do not sign the Waiver and Release Agreement or if I revoke my signed Waiver and Release Agreement, I acknowledge that my employment will be terminated on my Voluntary Separation Date and I will not be entitled to any severance pay under the VBP. However, I understand that I may still be entitled to retirement benefits.

I also understand that if I apply for the VBP and am accepted and I do not sign and return the Waiver and Release Agreement, then I will not be entitled to VBP severance pay and my employment will be terminated as of my Voluntary Separation Date. Further, I understand that if I do sign and return the Waiver and Release Agreement and then revoke it, I will not be entitled to VBP severance pay. Additionally, my employment will be terminated as of my Voluntary Separation Date. In other words, if I apply for VBP benefits, do not timely revoke my application, and am accepted, my employment will be terminated on my Voluntary Separation Date even if the Waiver and Release Agreement is not signed and dated or is revoked.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Email Address

\_\_\_\_\_  
Employee Daytime Phone Number / Cell #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness to Employee Signature

Submit the completed application to the following address. Applications received by facsimile or campus mail will not be accepted.

Human Resources  
Jackson State Community College  
2046 N Parkway  
Jackson, TN 38301-3797 or [vpb@jsc.edu](mailto:vpb@jsc.edu)

**Received by:**

\_\_\_\_\_  
Human Resources Representative Signature

\_\_\_\_\_  
Date and Time

**Receipt Acknowledged by:**

\_\_\_\_\_  
VBP Administrator Signature

\_\_\_\_\_  
Date and Time

(Copy of this Application to be provided to Employee upon submission to the Office of Human Resources.)