

From: Burgis, David

To: Adams, Marcia S. <Adams_MarciaS@scdps.state.sc.us>

Date: 9/13/2001 8:56:42 AM

Subject: FW: Voluntary Separation Program

Attachments: VSP -- Plan.doc

We do not wish to participate, please respond to Gene.

-----Original Message-----

From: Matthews, Eugene H.

Sent: Tuesday, September 11, 2001 5:43 PM

To: Burgis, David; Amos, Anna J.; Kelley, Michael W.; Spradley, Clayton; Neill, William R.; Lake, Steven W.; Williams, Samantha S; Gauden, Sidney L.; Grimes, Phil D.; Bass, Ronald R.; Royal, Don R.; Johnson, Paul B; Young, Max H.; Fitzpatrick, Burke O.

Cc: Rose, Boykin; Brooks, Bonnie S.; McWhorter, Laurence S.; Doerring, Lora Lee; Langehans, Wolfgang P.; Adams, Marcia S.; Tucker, Michael J.; Reiser, Brenda T.; Beard, Cheryl F.; 'osborne@oed.state.sc.us'

Subject: Voluntary Separation Program

Deputy Directors and Office Heads:

The Budget and Control Board has stated its intent to approve the attached version of the Voluntary Separation Program (VSP). The program officially begins on October 1, 2001. We expect official approval to come very shortly.

On or before Thursday, September 27, 2001, Deputy Directors and Office Heads must officially choose whether or not to participate in the Plan. If you choose not to participate, the plan requires that you must make your choice in writing, to me, stating your business reason(s) for opting out of the VSP.

Because we need to prepare a listing of all job titles and ages of employees in your offices or divisions that are eligible (and not eligible) for the plan, please make your choice as soon as possible.

Please contact me if you have any questions or concerns. Thanks.