

# memorandum

DATE: November 27, 2000

REPLY TO  
ATTN OF: AD-442:Aytes

SUBJECT: **FISCAL YEAR 2001 BUYOUT REQUEST**

TO: All ORO Employees

The Department has completed the buyout approval and notification process for buyout during Fiscal Year (FY) 2001. Oak Ridge Operations (ORO) has the authority to offer up to 31 buyouts with separations no later than December 31, 2000. Buyouts will be granted in accordance with the negotiated agreement with the Office and Professional Employees International Union.

Employees who are interested in a buyout with separation no later than December 31, 2000, should complete the attached application and submit it to the Personnel and Management Analysis Branch no later than **December 12, 2000**. Please indicate whether your separation will be with retirement or resignation, which will allow our office to begin the appropriate planning and paperwork process as soon as possible. Since ORO did not receive early out retirement authority, only employees eligible for optional/regular retirement will be able to separate through the retirement process. Employees not eligible for optional/regular retirement, but who still want to separate with a buyout, may do so through resignation. It may be necessary for some employees to leave the payroll before December 31, 2000, in order to fulfill the cost savings requirement of the buyout. Eligible buyout applicants will be notified of final buyout approval by December 19, 2000. Buyout applications will be approved on a first come, first serve basis. In order to be eligible for buyout, the following criteria must be met:

- Must leave early enough that there is a cost savings, that is, it will cost less to pay the employee to leave, including payment of annual leave and buyout, than the employee's salary for the rest of the fiscal year;
- Is serving under an appointment without time limitation; and
- Has been currently employed for a continuous period of at least 3 years

Employees who meet one of the following are ineligible for buyout:

- Is a re-employed annuitant;
- Has a disability on the basis for which is or would be eligible for disability retirement;
- Is in receipt of a specific notice of involuntary separation for misconduct or unacceptable performance;
- Has previously received a voluntary separation incentive payment by the Federal government and has not repaid such payment;
- Is covered by statutory re-employment rights who is on transfer to another organization; or

- Has received a recruitment or relocation bonus during the 24-month period preceding the date of separation or has received a retention allowance within the 12-month period preceding the date of separation.

We realize that the turnaround time for the requested buyout applications is short; however, we only recently learned of ORO's approval. If you have any questions, please contact Michael Blaylock at (865) 576-0130.



Carol Aytes, Acting Chief  
Personnel and Management  
Analysis Branch

Attachment

