



Maryanne Vigneaux/Lib  
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To: Maryanne Vigneaux/Lib@SUNYSB  
cc  
bcc: F.Jason Torre/Lib  
Subject: Library Bulletin, March 5, 2003, Number 1348

**NEW EARLY RETIREMENT INCENTIVE:**

Lynn M. Johnson  
Director, Human Resource Services  
Telephone: (631) 632-6151  
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The University, both East and West campus, has elected to participate in the new Early Retirement Incentive (ERI) Program **for State classified staff**. Letters explaining the program have been mailed to eligible employees (see below).

We ask that you notify Directors, Managers and Supervisors of the new Early Retirement Incentive (ERI) program for State classified employees noting the very brief open period we are allowed.

Please note the following key points:

- this new Early Retirement Incentive (ERI) applies only to eligible State classified employees,
- employees must indicate acceptance to HRS in writing no later than 3/10/03 cob,
- employees must notify their department immediately,
- employees must ensure that their retirement application is received by the Employee Retirement System by 3/17/03,
- and must retire no later than 3/30/03
- once we receive a Notice of Acceptance from an employee, HRS Benefits , will alert the VP Coordinator so that the appropriate PeopleSoft paperwork can be generated.
- authorization to refill positions vacated through this ERI program is at the discretion of your Vice President.

Please encourage employees who have questions to contact Sandy White 2-6167 or Alexis Swiatkowski 2-6157



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**HABITAT NEWS RELEASE:**

Please mark the following on your calendar :

1) March 13    **EVENT TO RAISE FUNDS BEING PLANNED**

2) March 19    12:30 - 1:30    Large Conference Room    Raffle  
Several baskets or other useful containers filled with "theme items" will be raffled with the proceeds to go

to Habitat. A few small baskets of \$ 15.00 value and many large baskets of \$ 30.00 value will be on display on March 18, noon - 7:00 pm and March 19, 9:00 - 11:30 am in the Director's Office large conference room. Small basket ticket price is \$ 3.00/each. Large basket price is \$ 5.00 each.

THEMES: Grandma, Harry Potter, Great Outdoors, Gourmet, Home Spa, Entertainment, Passover, Easter

(Maryanne will make coffee + tea and provide cookies.)