



**EARLY RETIREMENT INCENTIVE PLAN
APPLICATION
FISCAL YEAR 2020/2021**

Name: _____	Position/Department: _____
Address:	
_____ <i>Street Address</i>	_____ <i>City/State/Zip Code</i>
Work Phone: _____	Work Location: _____

I do hereby submit my application to the City of Pittsburgh for consideration of voluntarily separation from employment in exchange for the City's Early Retirement Incentive Plan benefit for fiscal year 2020/2021.

Designated Separation Date: _____

Separation date should be on or before **6/30/20** unless otherwise agreed upon with the City.

Elected Incentive – please check one:

- Payment or City contribution to HRA equivalent to \$1,000 per year of full-time City service, or
- Payment or City contribution to HRA equivalent to three-month severance pay, or
- If eligible for retiree medical, enhancement to next retiree medical tier as prescribed in the applicable MOU and payment or City contribution to HRA equivalent to \$500 per year of full-time City service.

Employee Signature _____ *Date* _____

SUBMIT THIS FORM TO THE HUMAN RESOURCES DEPARTMENT FOR PROCESSING

<i>Human Resources Department Use Only</i>	
<i>Date Received in HR:</i> _____	<i>Confirm ERIP Eligibility: Yes or No (circle one)</i>
Required Approvals:	
*Department Director Signature _____	Date _____
Director of Finance Signature _____	Date _____
City Manager Signature _____	Date _____
<i>*Please attach a statement demonstrating how the separation and any planned replacement will meet the ERIP's objectives.</i>	
Director of Human Resources Initials: _____	