

**CITY OF NORTH LAS VEGAS**  
**INTEROFFICE MEMORANDUM**

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To: Employees Eligible for the Voluntary Separation Package (VSP)  
From: Joyce Lira, Director of Human Resources  
Date: May 27, 2009  
Subject: Voluntary Separation Package

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As an integral part of the City of North Las Vegas' efforts to address the current economic conditions, the City has explored various means to reduce the impact to its financial structure. One of the strategies approved by the City Council at the May 20<sup>th</sup> Council Meeting is to offer current eligible City employees the opportunity to voluntarily participate in the City of North Las Vegas' Voluntary Separation Package.

To qualify for the VSP, employees must be currently employed and have a minimum of five (5) years of combined service credit with the City. Service does not have to be continuous. Employees must apply by completing and signing the Application & Acceptance Form and the Separation Agreement and Release of All Claims. These documents must be returned to the Human Resources Department, Customer Service, 2225 Civic Center Drive, Suite 226 by the filing deadline below. Human Resources Customer Service's hours of operation are Monday – Thursday, 8:00 a.m. to 6:00 p.m.

If you are interested in participating in the VSP program, and meet the eligibility criteria, you must pick up your VSP packet in person from the Human Resources Department, Customer Service, 2225 Civic Center Drive, Suite 226.

Human Resources will hold the next Town Hall Meeting for qualified employees only on Monday, June 1, 2009 from 2:00 p.m. to 4:00 p.m. in the Council Chambers. Qualified employees are invited to bring their spouse/or other individual who may have an interest in the employee's consideration of this program.

You are asked to carefully review the materials you receive before you make a decision. The deadline for submitting the required completed paperwork for your voluntary participation in this program is 5:00 p.m., June 22, 2009. Please remember that your decision to participate is completely voluntary and is a result of your personal decision.

Please read the material provided carefully. If you have any questions, please contact the respective Human Resources employee assigned to your department as indicated below.

Tammy Bonner:  
(633-1506)

Police Department, Municipal Court

Ed Capiral:  
(633-1163)

Fire Department, Planning & Zoning, Finance Department,  
Economic Development

Bachera Washington:  
(633-2410)

City Attorney, City Clerk, City Manager, Human Resources,  
IT, Library, Public Works

Bryce Boldt  
(633-1149)

General Services, Parks & Recreation, Neighborhood Services,  
Utilities

Please contact me at (702) 633-1159 should you require any further information or would like to discuss this program in more detail.

Thank you.