



## 2024 Voluntary Separation Program (VSP)

### Employee Application Process

**The Voluntary Separation Program (VSP) Application is now completed within the NEOGOV HR System.**

The Voluntary Separation Program (VSP) is a budget tool that allows King County to offer retirement-eligible employees in participating agencies a financial incentive to separate from employment by December 31 of each year. The VSP is expected to provide cost savings and/or minimize the number of employees subject to a reduction in force. Approval or denial is not subject to grievance procedures. An employee may request an appeal review by the Director of Human Resources.

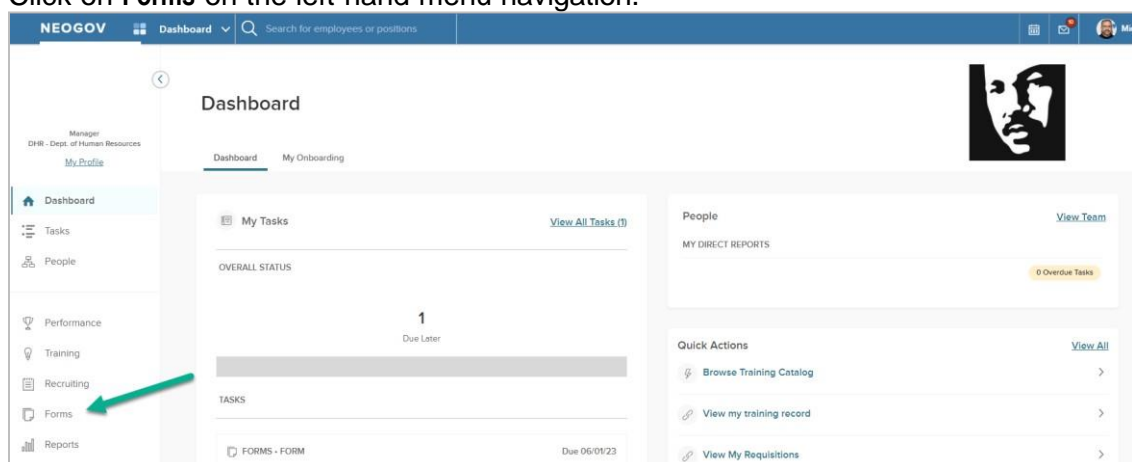
Before applying, confirm that your agency is participating in the year that you are applying. Not all agencies are eligible or participate in the program every year.

Prior to submitting your application, read the VSP materials and FAQs, which are available on the Department of Human Resources' Policies webpage at:

[Separation of Employment - Voluntary Separation Program \(VSP\)](#)

**To access the NEOGOV VSP application:**

1. Login to [NEOGOV](#)  
If not on the King County network or VPN (AnyConnect): [NEOGOV Non-Single Signon Link](#)
2. Click on **Forms** on the left-hand menu navigation.



3. Go to 'Quick Links' section and click on the Voluntary Separation Program (VSP) Form.