## BUSINESS CASE

# Workforce Renewal Incentive Program (WRIP) – Individual

*This form is may be completed electronically (remove blank rows) or printed for completion.*

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| **Agency:** |  |
| **Division/Branch:** |  |
| **Employee’s Full Name:** |  |
| **DOB and Age:** |  |
| **Award and classification:** |  |
| **Position and Position Number:** |  |
| **Employee Annual Salary**  |  |
| **Full-time/Part-time (hrs per wk) and FTE:** |  |

### WRIP Payment Calculation

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| **Eligible WRIP Service Start Date:***(Date commenced continuous employment in the Tasmanian State Service)* |  |
| **Proposed Separation Date:** |  |
| **Continuous Years of Service:** |  |
| **WRIP Amount (Gross):***(Amount as per guide in Managing Positions in the State Service 2016, issued 11 April 2016)* | $ |

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| --- | --- |
| **Estimated Savings *– if any*:***(First year after separation exclude on-costs)* | $ |
| **Employment Exclusion Period:**  | 1 year |
| **Date Workforce Renewal Incentive Program (WRIP) was approved by SSMO for the Agency or Work Area:** |  |

### WRIP Criteria

A WRIP is an incentive program to encourage employees to leave the State Service thereby creating opportunities to:

* allow re-profiling and reclassification of that and other vacancies in the work area to better suit the current contemporary way to deliver those services; and/or
* enable a new employee with a new set of skills, knowledge and experience, including targeting a diversity group like youth/graduates, often at a lower classification point; and/or
* assign or transfer an identified or surplus employee into that position.

A Head of Agency is only to offer and approve a WRIP payment where it can be demonstrated:

1. that one of the above criteria can be met; and
2. they can support the employee leaving; and
3. the agency has the capacity to manage the cost within its existing budget.

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| **Justification:** *(In accordance with the above criteria)*  |

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| **Payback period and any savings to the Agency:** *(Provide details of calculation here)* |

Please note that employees who are being offered a WRIP are to be advised to:

* seek financial advice on potential implications on superannuation and taxation prior to accepting an offer of a WRIP. In this regard it is important that the proposed separation date allows sufficient time for an employee to seek such advice is they choose to do so.
* that a WRIP will not be regarded or treated as a redundancy.

| Business Case completed by: | Head of Agency:  |
| --- | --- |
| Name ...................................................................... | 🞎 APPROVED 🞎 NOT APPROVED  |
| Signature.................................................................. | Signature.................................................................. |
| Date: ................../........................./......................... | Date: ................../........................./........................ |
| Contact No:........................................................... |  |