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Description automatically generated Employee Election for Severance in Indefinite Reduction in Time – RX/TX Employees

Copy - Benefits

Copy – UPTE (P.O. Box 5926, Riverside, CA 92517)

Copy - Employee

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| Employees covered by the University Professional and Technical Employees (UPTE-CWA 9119) Agreement, who receive notice of indefinite reduction in time may elect, within fourteen (14) calendar days of receipt of notice, one of the following two options. **Your election must be in writing and is irrevocable**. |
| **EMPLOYEE ELECTION** |
| I have received a notice of my options regarding severance under the (**RX**/**TX**) contract. I fully understand the options presented to me and I have elected the following:   * **Reduction in Time with Severance Pay in Lieu of Preferential Rehire and Recall Rights**   Employees may elect to receive one week of severance (proportional to the reduction in time) per full year of University service up to a maximum of 16 weeks. *You are entitled to Enter Number weeks of severance in the amount of $Enter Amount*.   * I have elected not to accept the reduction in time, and instead, to be laid off from my position. I have   elected the following:   * **Layoff with Full Severance Pay in Lieu of Preferential Rehire and Recall** **Rights**   Employees may elect to receive one week of severance per full year of University service up to a maximum of 16 weeks. *You are entitled to Number weeks of severance, in the amount of $Amount*   * **Layoff with Reduced Severance Plus Preferential Rehire and Recall Rights**   Employees with less than 5 years of service are not eligible for reduced severance pay but shall retain eligibility for preferential rehire and recall for 1 year.Employees with 5-10 years of service receive 4 weeks severance plus 2 years preferential rehire and recall rights; employees with 10-13 years of service receive 4 weeks severance plus 3 years preferential rehire and recall rights; employees with 13 or more years of service receive 8 weeks severance plus 3 years of preferential rehire and recall rights. *As an employee with Enter Number years of University service, you are entitled to Number weeks of severance, in the amount of $Enter Amount, plus Enter Number year(s) of preferential rehire and recall rights.*  ***Should you be reemployed with the University during the period for which severance is paid, you will be required to repay the excess amount of severance. An employee cannot be returned to work without first repaying the severance or signing a severance repayment agreement.***  By signing this form, I understand that my election is irrevocable.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Print Name Signature Date  **Received by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Manager/Supervisor Print Name Signature Date  Original – Department Personnel File  Copy - Employee & Labor Relations  Copy - Talent Acquisition & Diversity Outreach |