Preference for Reemployment and the Right to Recall ELECTION

*PERSONNEL POLICIES FOR STAFF MEMBERS* *(PPSM)*

Employees covered by the Personnel Policies for Staff Members (PPSM), who receive notice of layoff may elect, within fourteen (14) calendar days of receipt of notice of layoff, preference for reemployment and the right to recall in lieu of severance pay. Your election must be in writing and is irrevocable. (Please note that if the layoff notice is rescinded prior to the effective layoff date then this election is void.)

1. Right to Recall. A regular status employee who has been laid off indefinitely may be recalled into any active and vacant career position for which the employee is qualified when the position is in the same classification, the same salary grade, and the same department at the same or lesser percentage of time as the position held at the time of layoff.
2. Preference for Reemployment. A regular status employee who has been laid off may receive preferential consideration for any active and vacant career position when the position is at the same campus, at the same or lower salary grade, and at the same or lesser percentage of time, provided the employee is qualified to perform the duties and responsibilities assigned to the position.

3. Trial Employment. A regular status Professional or Support Staff employee who is recalled or rehired under preference for reemployment will be required to serve a trial employment period of up to six months upon recall or rehire. An employee may at any time during the trial employment period return to layoff status at the employee’s or at the supervisor’s discretion. Time spent in trial employment will not count against the period of eligibility for recall or preferential rehire. Time on leave with or without pay is not qualifying service for completion of the trial employment period.

**Option 1: Preferential Rehire and Recall** **in Lieu of Severance Pay.**

**Option 2: Severance Pay.** Employees may elect to receive one week per full year of University service up to a maximum of 16 weeks. *You are entitled to \_\_\_ weeks of severance*.

For more information see Article 60 – *Layoff and Reduction in Time from Professional and Support Staff Career Positions*.

I, , elect:

 **[EMPOYEE NAME]**

 **Option 1** ❑ **Option 2** ❑, as stated above. **I realize that this election is irrevocable**.

Print Name Signature Date

Department Representative

Print Name Signature Date

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