**UNIVERSITY PROFESSIONAL & *TECHNICAL* EMPLOYEES (UPTE)**

**SEVERANCE ELECTION**

*For employee with more than five (5) years of service*

Beginning July 1, 2003, employees covered by the University Professional and Technical Employees (UPTE), Agreement who receive notice of layoff 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**.

***Most recent Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**OPTION 1: Severance Pay in Lieu of Preference and Recall\***

Employees may elect to receive one week per full year of University service up to a maximum of 16 weeks. Election of this option will result in a break in service that cannot be bridged. If rehired, a new probationary period must be served.

***Based on an annual salary of \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_ full years of service, your severance would be \_\_\_\_\_\_\_\_\_\_\_\_\_\_*.**

**OPTION 2 Preference and Recall with Reduced Severance\***

Contingent upon your years of University serviceyou may choose a combination of preferential rehire and recall with reduced severance. Employees with 5-10 years of service receive 4 weeks severance plus 2 years preferential rehire and recall rights; employees with more than 10 years of service receive 4 weeks severance plus 3 years preferential rehire and recall rights; and employees with more than 13 years of service receive 8 weeks severance plus 3 years preferential rehire and recall rights.

***Based on \_\_\_\_\_\_\_ full years of service, your reduced severance would be \_\_\_\_\_\_\_\_\_\_ plus \_\_\_\_\_\_ years of preference and recall.***

If you do not complete the Severance Election form within fourteen (14) calendar days of receipt of this notice**,** you will default to reduced severance and reduced recall and preferential rehire rights as provided for by your collective bargaining agreement.

***\* If you elect either option, and subsequently become reemployed with the University during the period for which severance was paid, you must either repay the excess severance pay, in full, or sign a severance repayment agreement. You may not commence work with the University during the period for which severance was paid, without making adequate repayment arrangements for excess severance paid.***

Please indicate your election below, then sign and return this form to your department no later than \_\_\_\_\_\_\_\_\_\_\_\_.

For more information, see Article 16, *Layoff and Reduction in Time* of the UC/UPTE Agreement for the TX Unit.

I, , elect:

Employee 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

**Distribution:** *Preferential Reemployment Coordinator Employee UPTE*

# UCOP Local HR Dept. Personnel File