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

**SEVERANCE ELECTION**

*TECHNICAL UNIT (TX) (July 1, 2008 – June 30, 2013; effective March 25, 2010)*

*For employee with less 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. 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 \_\_\_\_\_\_\_ full years of service, your severance would be \_\_\_\_\_\_\_\_\_\_\_\_\_\_*.**

**OPTION 2: Preference and Recall**

You may elect preferential rehire and recall as an alternative to severance as described above. You are entitled to one year of preference and recall. (Employees with less than 5 years of service are not eligible for reduced severance but are for preference and recall only, as described in the Layoff and Reduction in Time article 16 of the UC/UPTE Agreement).

If you do not complete the Severance Election form within fourteen (14) calendar days of receipt of this notice, you will default to preferential rehire and recall rights as provided for by your collective bargaining Unit. ***Based on \_\_\_\_\_\_\_ full years of service, you would be eligible for \_\_\_\_\_\_ years of preference and recall.***

***\* If you elect this 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**

**November 28, 2011.** 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