

2024 Voluntary Separation Incentive Program (VSIP)

TERMS AND CONDITIONS

SECTION I - PURPOSE

As part of an effort to reduce the structural budget, California State University, East Bay ("Cal State East Bay") is implementing this 2024 VOLUNTARY SEPARATION INCENTIVE PROGRAM ("2024 VSIP"), intended to encourage employees to voluntarily separate with a severance package on June 30, 2024.

This is a one-time, non-precedent setting program. If you want to participate in the 2024 VSIP, please read the following TERMS AND CONDITIONS and APPLICATION (Attached here as Exhibit 1), and submit

other pay for employment not eligible under Section 1.1 above, stipends, shift differentials, and/or bonuses.

Note 2: Severance pay is taxable income and will be paid through the State Controller's Office. This income is not considered compensation earnable for purposes of calculating CalPERS retirement benefits. The payment will be taxed at the flat tax rate which includes Federal, California State, Medicare, and any other applicable deductions.

3. Limitations

3.1. No Entitlement

Submission of an APPLICATION is not an entitlement and not a guarantee of participation. All provisions of the 2024 VSIP are subject to change.

3.2. Critical Positions and Functions

At Cal State East Bay's discretion, some participants may defer their employment separation date beyond the standard separation period set forth above to allow Cal State East Bay to meet operational needs. Examples of such participants include those who may be serving in critical or hard-to-fill positions, with critical knowledge or skills, working on time-sensitive projects, and faculty with a teaching load for the current term. These decisions will be made in consultation with Human Resources and are subject to the approval of the Division Vice President and/or President.

3.3. Order of Application

Applications must be received by Cal State East Bay beginning 8:00 A.M., PDT on April 2 – May 1, 2024 at 5:00 P.M., PDT, to be considered. Complete applications will be processed by Human Resources on a first-come, first-served basis in the order in which the applications are received. Incomplete applications will not be processed and will be returned to the employee. There is no guarantee that an application will be processed before the termination of the 2024 VSIP. Termination of the 2024 VSIP may occur at any time at management's discretion, including but not limited to the expenditure of funds allocated to the 2024 VSIP.

3.4. Funding

A one-time allocation of funds has been earmarked for the 2024 VSIP. Once these funds have been assigned to approved participants, the 2024 VSIP will be closed to further applications. Terminations of the 2024 VSIP may occur immediately and without notice.

4. Application Process

4.1. Application

The APPLICATION must be completed accurately and signed by the employee. It is the employee's responsibility to collect all pertinent information before submitting the required documents to Human Resources. Approval of the Division Vice President and/or President is only

5. Approval Process

If Human Resources confirms that the employee is eligible to participate in the 2024 VSIP, then Human Resources will conditionally approve the employee's APPLICATION. The approval is conditioned on the employee's timely execution of the SEPARATION AGREEMENT & RELEASE.

Human Resources will notify the employee of the conditional approval by email and send the employee the SEPARATION AGREEMENT & RELEASE. The SEPARATION AGREEMENT & RELEASE will include, among other provisions, a general waiver and release of all claims. The employee will have seven (7) business days from the date Human Resources sends the employee the notice of the conditional approval and the SEPARATION AGREEMENT & RELEASE to return an executed SEPARATION AGREEMENT & RELEASE to Human Resources in person or via Adobe Sign. Failure to return the executed SEPARATION AGREEMENT &

