

EARLY EXIT PROGRAM (EEP)

October 5, 2020



CAL POLY

EARLY EXIT PROGRAM

- Application period - Oct 1 through Oct 21
- Voluntary separation program
- Eligibility requirements:
 - Permanent faculty and staff
 - MPPs
 - Temporary full-time lectures (per 12.12 & 12.13 of CFA/CSU CBA)
 - CalPERS retirement eligible
 - Five (5) years Cal Poly service credit

EARLY EXIT PROGRAM (CONT.)

- Severance:
 - Lump sum of six (6) month salary, or
 - Minimum of \$25,000 with maximum of \$60,000
- Separation date:
 - On or before December 30, 2020
 - Faculty/Staff Exceptions – no later than end of Spring Quarter (June 12)
 - Faculty require Dean, VP/Provost and President approval
 - Staff require VP/Provost and President approval
- Applicable for state funded positions
 - Excludes Auxiliary (CPC, ASI)

EEP BUDGET PROCESS

- University funds will be used to assure that the program will be cost neutral to campus units for FY 2020-21
- EEP Budgetary Process:
 - Severance and vacation payouts will post to the employee's home department as required per our antiquated payroll system
 - A&F and Division Finance will reconcile expenses over FY 2020-21 budget, and transfer funds to cover departmental deficits
 - Vacancy savings are temporary and will remain with the Division for the current fiscal year

EEP BUDGET PROCESS (CONT.)

- Positions for backfill or rehire will be funded upon notification of approval from the Hiring Committee
- Redirection of salary to a different position will be treated as a request for a new position
- Positions for permanent reduction will be sent to University Budget and Fiscal Planning for inactivation
 - On or before February 1, 2021

EEP APPEAL PROCESS

- Once an employee receives communication from HR/AP, employees determined to be ineligible who believe that they met the eligibility requirement may appeal the disposition of their EEP application.
- To submit an appeal, employees should contact Human Resources for staff and management positions or Academic Personnel for faculty positions.
- Each appeal will be reviewed on a case by case basis utilizing the EEP Terms and Conditions as the binding document.

QUESTIONS

