EARLY EXIT PROGRAM (EEP)

October 5, 2020
EARLY EXIT PROGRAM

• Application period - Oct 1 through Oct 21

• Voluntary separation program

• Eligibility requirements:
  o Permanent faculty and staff
  o MPPs
  o Temporary full-time lectures (per 12.12 & 12.13 of CFA/CSU CBA)
  o CalPERS retirement eligible
  o Five (5) years Cal Poly service credit
EARLY EXIT PROGRAM (CONT.)

• Severance:
  o Lump sum of six (6) month salary, or
  o Minimum of $25,000 with maximum of $60,000

• Separation date:
  o On or before December 30, 2020
  o Faculty/Staff Exceptions – no later than end of Spring Quarter (June 12)
    o Faculty require Dean, VP/Provost and President approval
    o Staff require VP/Provost and President approval

• Applicable for state funded positions
  o 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:
  o Severance and vacation payouts will post to the employee’s home department as required per our antiquated payroll system
  o A&F and Division Finance will reconcile expenses over FY 2020-21 budget, and transfer funds to cover departmental deficits
  o 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