



California State Polytechnic University, Humboldt
2025 Voluntary Separation Incentive Program (2025 VSIP)
Terms and Conditions

California State Polytechnic University, Humboldt (Cal Poly Humboldt) is pleased to announce the **2025 Voluntary Separation Incentive Program (2025 VSIP)**, a strategic initiative designed to support our employees while addressing the university's structural budget requirements. This program offers eligible employees an attractive severance package in exchange for voluntary separation from the university.

This is a one-time, non-precedent setting opportunity available to eligible employees. To take advantage of this program, carefully review the following Terms and Conditions and Application materials. All applications must be submitted to VSIP@humboldt.edu no later than 5:00 p.m. PDT on April 30, 2025.

Please note that participation in the 2025 VSIP requires execution of separation agreements, including a general release of claims. Importantly, CalPERS retirement eligibility is not a prerequisite for participation in this program, making it accessible to a broader range of employees.

Terms and Conditions

The University hereby implements the 2025 VSIP with the following terms and conditions. Employees must meet the Eligibility criteria below to Participate in the 2025 VSIP.

1. Eligibility

a. Eligible Employment Status

To be eligible to participate in the 2025 VSIP, a Cal Poly Humboldt employee must be: (1) permanent, (2) non-probationary, (3) state-side, and (4) full-time as of April 1, 2025, and must fall within one of the following categories:

- Management Personnel Plan employees ("MPP")
- Confidential staff
- Represented staff*
- Full-time non-probationary faculty
- Employees who are in a new probationary classification but hold permanency in a prior eligible classification

*Note: SUPA, UAPD, and UAW represented employees are not eligible for the 2025 VSIP.

b. Leaves of Absence



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Employees listed above who are on an approved leave of absence as of April 1, 2025, and meet the eligibility criteria may participate in the program.

c. Years of Service Requirement

Employees must have at least 12 months of continuous service at Cal Poly Humboldt as of April 1, 2025, in the above eligibility employment status.

d. Previous Notices of Intent to Separate from Cal Poly Humboldt

Employees for whom the University has accepted their resignation on or before April 1, 2025, are not eligible for this program.

e. Ineligible Positions

- Temporary employees (including lecturers, coaches, and counselors)
- Part-time employees
- Emergency hires
- Probationary employees
- SUPA represented employees
- UAPD represented employees
- Student employees (including student assistants, ISAs, TAs, GAs, and research assistants)
- Non state-side employees
- Faculty with FERP & PRTB applications pending* or currently FERPing or on a PRTB
- Rehired annuitants

*Note: Faculty members may rescind their FERP or PRTB application to be eligible for the 2025 VSIP.

2. Severance Package

Employees who voluntarily separate as part of the 2025 VSIP will be offered severance pay. In exchange for voluntarily separating and executing separation agreements (including a release of claims), employees will receive payment equivalent to six months' salary or a minimum of \$25,000 (whichever is higher) up to a maximum cap of \$75,000. Severance pay is calculated using an employee's monthly base salary at the time of separation. For the purpose of calculating the amount of severance pay under this provision, only the employee's base salary for employment eligible above will be considered, up to 1.0-time base. Examples of items not included in an employee's base salary include, without limitation, salary or other pay for appointments in excess of a 1.0-



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time base, temporary appointments, salary or other pay for employment not eligible under Section 1(e) above, stipends, shift differentials, and/or bonuses. Separation must occur on or before June 30, 2025.

The severance package is divided into two parts:

- 1) Employees will receive eighty (80) percent of the calculated severance package in exchange for signing the first separation agreement (“First Separation Agreement and Release”) after getting conditional approval to participate in the 2025 VSIP (as explained in Section 4(e)). Employees’ first severance payment of eighty (80) percent will be paid within 30 days of signing the first separation agreement.
- 2) Employees will sign the final separation agreement on their last workday and then receive the final twenty (20) percent of the calculated severance package for signing the final separation agreement (“Final Separation Agreement and Release”) within thirty (30) calendar days after the last day of employment.

The Final Severance Package shall be paid within thirty (30) calendar days after the separation date as indicated on the First Separation Agreement and Release and Final Separation Agreement and Release.

Note: The Severance Package is taxable income and will be paid through the State Payroll System (see [FAQS] for details). This income is not considered compensation earnable for purposes of calculating CalPERS retirement benefits.

3. Limitations

- a. No entitlement

Submitting an application is not an entitlement nor a guarantee of participation. All provisions of the 2025 VSIP are subject to change.

- b. Critical positions and functions: At Cal Poly Humboldt’s discretion, some participants may defer their employment separation date beyond the standard separation period set forth above to allow Cal Poly Humboldt to meet operational needs. Examples of such participants include those who may be serving in critical or hard-to-fill positions, those with critical knowledge or skills, those working on time-sensitive projects, and faculty with a teaching load for the current term. These decisions will be made at the sole discretion of the



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appropriate administrator, in consultation with Human Resources and the Division Vice President and/or President.

c. Order of application

Applications must be received on or before April 30, 2025, to be considered. Complete applications will be processed on a first-come, first-served basis in the order in which the applications are received. Incomplete applications will be returned to the employee and not entered for processing. There is no guarantee that an application will be processed before the termination of the 2025 VSIP. Termination of the 2025 VSIP may occur at any time at management's discretion, including but not limited to the expenditure of funds allocated to the 2025 VSIP.

d. Funding

A one-time allocation of funds has been earmarked for the 2025 VSIP. Once these funds have been assigned to approved participants, the 2025 VSIP will be closed to further applications. Termination of the 2025 VSIP may occur immediately and without notice.

e. Re-employment

2025 VSIP participants must separate from Cal Poly Humboldt for a minimum of twenty-four (24) months. Participants may be considered for re-employment at Cal Poly Humboldt twenty-four (24) months after their separation date. Note: this re-employment provision only applies to state-side positions at Cal Poly Humboldt and does not prevent participants from applying to or being hired at other CSU campuses or Cal Poly Humboldt auxiliaries.

4. Approval Process

a. Application form

The application form, attached herein, must be filled out entirely and signed by the employee and the appropriate administrator. It is the Employee's



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responsibility to collect all pertinent information before submitting it to their appropriate administrator.

b. Deadline

Applications must be submitted via AdobeSign, email or in-person, as provided in the application form. Applications must be received by April 30, 2025, at 5:00 p.m. PDT.

c. Irrevocable after execution of separation agreement and release

Employees agree that participation in the 2025 VSIP and receipt of the respective severance pay is conditioned on the employee voluntarily resigning from the Employee's employment with Cal Poly Humboldt and executing the respective separation agreements. Employees acknowledge that their resignation is voluntary, permanent, and will be irrevocable as of the date of execution of the First Separation Agreement and Release. Further, Employee will be required to waive any right Employee may have under any applicable law, regulation, Collective Bargaining Agreement, or policy to revoke or rescind Employee's resignation.

d. Separation date

Unless the separation date is deferred as per Section 3(b) Critical Positions and Functions, a separation date must be on or before June 30, 2025. In all cases, the Separation Date is determined in conjunction with the appropriate administrator to ensure business continuity. If the Employee intends to retire, it is highly recommended that the Employee immediately contact CalPERS, as the CalPERS retirement processing may take up to 3-4 months.

e. Execution of separation agreement

The appropriate administrator will review the Employee's application to confirm the Employee's eligibility to participate in the 2025 VSIP based on the Terms and Conditions specified in this program and determine if the position falls under Section 3(b). If it is determined that the position falls under Section



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3(b), the appropriate administrator will consult with the Division Vice President or President to determine a separation date.

If the appropriate administrator confirms that the Employee is eligible to participate in the 2025 VSIP, that administrator will conditionally approve the Employee's application. The approval is conditioned on the Employee's timely execution of the First Separation Agreement and Release.

Human Resources will email the Employee the conditional approval and send the Employee the First Separation Agreement and Release. The First Separation Agreement and Release will include a general waiver and release of all claims, among other provisions. The Employee will have fourteen (14) calendar days from the date that the Employee received notice of the Employee's conditional approval and the First Separation Agreement and Release to return an executed First Separation Agreement and Release to Human Resources. The failure to return the executed First Separation Agreement and Release within this specified time period will result in the University rescinding the conditional approval of the Employee's application to participate in the 2025 VSIP.

Human Resources will send the Employee the Final Separation Agreement and Release at least fourteen (14) calendar days before the Employee's final date of employment. The Employee must execute the Final Separation Agreement and Release on the Employee's final date of employment and return an executed Final Separation Agreement and Release to Human Resources via AdobeSign. The failure to timely return an executed Final Separation Agreement and Release to Human Resources will result in the Employee not being eligible for the final 20% of the severance pay.

f. Non-waiver of management rights

The 2025 VSIP is not to be construed as a waiver of management's rights. Cal Poly Humboldt retains and reserves unto itself, without limitation, whether exercised or not, all powers, rights, authorities, duties, and responsibilities that have not been specifically abridged, delegated, or modified by the current and respective collective bargaining agreements. Nothing in this 2025 VSIP shall constitute a waiver of management's rights to enforce any articles under the



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collective bargaining agreements, including but not limited to articles related to layoffs.