



## **Cal State LA Voluntary Separation Incentive Program Terms and Conditions**

In order to address the State budget reductions to the CSU and the concomitant impact on Cal State Los Angeles (the “University”), a VOLUNTARY SEPARATION INCENTIVE PROGRAM (“VSIP”) will be implemented. The VSIP will provide employees an option for voluntarily separating through a severance package as provided below. This is a one-time, non-precedent setting program. Employees interested in participating in the VSIP should carefully read the TERMS AND CONDITIONS and APPLICATION. Participation in the VSIP requires the execution of a first separation agreement and a final separation agreement, which include a general release of all claims as further explained below.

### **TERMS AND CONDITIONS**

The University hereby implements the VSIP with the following terms and conditions:

#### **1. Employee Eligibility –**

Employee Status – As of the application deadline on April 20, 2026, and continuing up until the date and time of employee’s separation, as determined in accordance with the VSIP, employee must be a current University state-side employee meeting one of the following criteria a) tenured faculty (at any rank), b) temporary faculty (lecturer) with a three (3) year contract and a 30 WTU work assignment during AY 2025-26. Probationary faculty are not eligible to participate in the VSIP. Temporary faculty (lecturers) with a workload that is less than 30 WTU’s during AY 2025-26 are not eligible to participate in the VSIP.

Additionally, employees must meet **all** the criteria below to participate in the VSIP:

- 1.1. Years of Service to the University – As of April 20, 2026, employee must have at least fifteen (15) years of continuous service to the University to be eligible. Service excludes student employment..
- 1.2. No Faculty Early Retirement Program (FERP) – Faculty who are currently in, the Faculty Early Retirement Program (FERP) are not eligible. Participation in FERP and in the VSIP are mutually exclusive.
- 1.3. No Retired Annuitants – Retired annuitants are not permanent employees and, therefore, are not eligible.



2. **Severance** – Employees who voluntarily separate as part of the VSIP will be offered severance pay. In exchange for voluntarily separating and executing a FIRST SEPARATION AGREEMENT & RELEASE and a FINAL SEPARATION AGREEMENT & RELEASE (which include a release of all claims), employees will receive an amount equivalent to: 1) employees will receive severance pay equal to six (6) months of base salary, subject to a minimum of \$35,000 and a maximum cap of \$75,000. The minimum amount (\$35,000) and maximum cap (\$75,000) will be prorated for employees appointed for less than full-time. The amount of the severance pay is calculated using an employee’s monthly base salary (prorated for employees appointed for less than full-time) at the time of the application deadline on or before April 20, 2026. Separation must occur on or before May 30, 2026, in most cases. Please see Section 3.2 for exceptions.

The severance pay is divided into two (2) parts. Employees will receive eighty (80) percent of the calculated severance amount in exchange for signing the FIRST SEPARATION AGREEMENT & RELEASE, after receiving conditional approval to participate in the VSIP (as explained in Section 4.4.). Employees will receive the remaining twenty (20) percent of the calculated severance amount for signing the FINAL SEPARATION AGREEMENT & RELEASE on their last day of employment.

The severance shall be divided in two (2) parts, as described above, and shall be paid within thirty-one (31) calendar days after the separation date as indicated on the FIRST SEPARATION AGREEMENT & RELEASE and the FINAL SEPARATION AGREEMENT & RELEASE.

Note 1: For purpose of calculating the amount of severance pay under this paragraph, only the employee’s base salary for employment eligible in Section 1.1 above will be considered, up to a 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 time base, salary or other pay for employment not eligible under Section 1.1 above, stipends, shift differentials, and bonuses. Any additional employment through the PaGE is not included in this calculation.

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.

### 3. **Limitations**

- 3.1. No Entitlement – Submission of an application is not an entitlement and not a guarantee of participation. All provisions of the VSIP are subject to change.



- 3.2. Critical Positions and Functions – Employees serving in critical or hard-to-fill positions, with critical knowledge or skills, and working on time-sensitive projects or teaching load, *may* have their separation date deferred past May 30, 2026, to allow for management to ensure operational needs are met. Decisions to defer the separation date are at the sole discretion and subject to the approval of the Division Vice President and/or President. In all instances, separation dates shall occur no later than June 30, 2026.
- 3.3. Order of Application – Applications must be received on or before April 20, 2026. Complete applications will be processed on a first-come, first-served basis in the order in which the applications are received by Faculty Affairs. Priority will be given to the faculty with the most years of continuous service. If more than one individual have the same number of years of continuous service, the priority will be based on the application filing date and time. Incomplete applications will not be processed. There is no guarantee that an application will be processed before the termination of the VSIP. Termination of the VSIP may occur at any time and for any reason to be determined by the University, including but not limited to the depletion of funds allocated to the VSIP. Therefore, it is advised that applications are made as early as possible once a determination has been made to pursue the VSIP.
- 3.4. Funding – A one-time allocation of funds has been earmarked for the VSIP. Once these funds have been assigned to approved participants, the VSIP will be closed to further applications. However, termination of the VSIP may occur at any time.
- 3.5. Re-hiring – Once the employee separates through the VSIP, employee is only eligible for re-employment at Cal State LA eighteen (18) months after their separation date. This rehiring provision only applies to rehiring at Cal State LA. Employees are not prohibited from applying for or being hired at other CSU campuses or the Chancellor’s Office. This provision does not apply to Retired Annuitants.
- 3.6. Retired Annuitants- Retired Annuitant employment is subject to post-retirement employment regulations as outlined by CalPERS and the CSU. There is no guarantee of any future employment as a Retired Annuitant or salary.

#### **4. Application Approval Process**

- 4.1. To initiate the process, employee first informs their Dean of their intent to participate in the VSIP and, in consultation with their Dean, identify their separation date.
- 4.2. Separation Date – Unless the separation date is deferred per Section 3.2 Critical Positions and Functions, the separation date must occur on or before May 30, 2026.



The VPAA and/or President will determine if the position falls under Section 3.2 Critical Positions and Functions. If so, the Dean will consult with the VPAA and/or the President to determine a separation date to occur no later than June 30, 2026.

If employee intends to retire, it is highly recommended that employee immediately contact CalPERS, as the CalPERS retirement processing may take up to 3-4 months. If retiring, employee's effective retirement date cannot be on or prior to employee's effective resignation date.

4.3. Application – Employee next initiates and submits the APPLICATION form. The employee-initiated APPLICATION must be received by Faculty Affairs before 11:59 pm on April 20, 2026 in order for the employee to proceed further in the VSIP process.

4.4. Eligibility Determination – Once Faculty Affairs receives employee's APPLICATION form, Faculty Affairs determines employee's eligibility to participate in the VSIP based on these TERMS AND CONDITIONS.

If the employee is determined to be eligible to participate in the VSIP, Faculty Affairs will conditionally approve employee's application to participate in VSIP and send the APPLICATION form to the employee, the Dean and the VPAA (or designee) for review and signature. The APPLICATION must be signed by employee, the Dean, and the VPAA (or designee).

The approval of employee's application is conditioned on employee's timely execution of the FIRST SEPARATION AGREEMENT & RELEASE.

4.4. First Separation Agreement & Release – After the APPLICATION has all required signatures, Faculty Affairs will send the employee the FIRST SEPARATION AGREEMENT & RELEASE. The FIRST SEPARATION AGREEMENT & RELEASE will include, among other provisions, a general waiver and release of all claims.

Employee will have fourteen (14) calendar days from the date Faculty Affairs sends employee the FIRST SEPARATION AGREEMENT & RELEASE to return an executed FIRST SEPARATION AGREEMENT & RELEASE to Faculty Affairs.

Employee's separation will be irrevocable as of the date of employee's execution of the FIRST SEPARATION AGREEMENT & RELEASE.



Employee will receive eighty (80) percent of the calculated severance amount in exchange for signing the FIRST SEPARATION AGREEMENT & RELEASE. Failure to return the executed FIRST SEPARATION AGREEMENT & RELEASE within the specified time period will result in the University rescinding the conditional approval of employee's APPLICATION.

- 4.5. Final Separation Agreement & Release – After the FIRST SEPARATION AGREEMENT & RELEASE is received, Faculty Affairs will send employee the FINAL SEPARATION AGREEMENT & RELEASE at least fourteen (14) calendar days before employee's final date of employment.

Employee must execute the FINAL SEPARATION AGREEMENT & RELEASE on their final date of employment and submit it Faculty Affairs. Failure to timely return an executed FINAL SEPARATION AGREEMENT & RELEASE to Faculty Affairs will result in employee not being eligible for the remaining and final twenty (20) percent of severance pay.

- 4.6. Employee agrees that participation in the VSIP and receipt of the severance pay are conditioned on their voluntary resignation of employment from the University (including from any and all appointments and/or positions held with the University) and execution of the FIRST SEPARATION AGREEMENT & RELEASE and the FINAL SEPARATION AGREEMENT & RELEASE. Employee acknowledges that their resignation is voluntary, permanent, and will be irrevocable as of the date of the execution of the FIRST SEPARATION AGREEMENT & RELEASE. Employee will be required to waive any rights they may have under any applicable law, regulation, collective bargaining agreement, or policy to revoke or rescind their resignation.

- 4.8. All forms mentioned in Section 4 of these TERMS AND CONDITIONS may be submitted in one of the following ways: (1) electronic submission through the platform identified in the form instructions; (2) email to [ehaise@calstatela.edu](mailto:ehaise@calstatela.edu); or (3) drop off or mail the physical form to Office of Faculty Affairs, Student Services Building (SSB) 7th Floor, 5151 State University Drive, Los Angeles, CA 90032. To facilitate timely receipt of forms and avoid delays or lost forms, employees are highly encouraged to use the electronic platforms designed by the University to process these forms.

5. **Non-Waiver of Management Rights** – The VSIP is not to be construed as a waiver of management's rights. The University retains and reserves unto itself, without limitation, whether exercised or not, all powers, rights, authorities, duties, and responsibilities which have not been specifically abridged, delegated or modified by any current and respective Collective Bargaining Agreement. Nothing in this VSIP shall constitute a waiver of the University's rights to enforce any articles under



any Collective Bargaining Agreement, including but not limited to articles related to layoff.