



This Career Service Exempt Conversion Election Notice and Election Form notifies the following career service employee, _____ (“employee”), of their option to voluntarily convert from career service status, schedule B, to career service exempt status, schedule _____ in the position of [insert position title] _____.

Employee understands and acknowledges that if they choose to convert to career service exempt status in the appointed position, the following terms and condition of employment will apply:

1. Employee will serve at the pleasure and will of the appointing authority, waiving all rights afforded career service employees.
2. If converting to a career service exempt schedule AB, AD, AR, AT, or AX position, employee shall be entitled to the benefits set forth below. If converting to a career service exempt schedule AC, AE, or AS position employee may be provided, at the discretion of the appointing authority, the benefits set forth below.
 - a. State Paid Term Life Insurance: If determined eligible by the Group Insurance Office and approved through underwriting, employee will be eligible to receive additional state-paid life insurance coverage provided through the Term Life Program- Public Employees Health Plan (PEHP):
 - i. Hourly wage \$24.03 or less shall receive \$125,000 of term life insurance;
 - ii. Hourly wage between \$24.04 and \$28.84 shall receive \$150,000 of term life insurance;
 - iii. Hourly wage \$28.85 or higher shall receive \$200,000 of term life insurance.
 - b. In order to be considered for the additional state paid term life insurance, it is employee's responsibility to complete and submit all necessary paperwork to the Term Life Program – PEHP underwriting department. It is also employee's responsibility to notify PEHP of any salary changes impacting life insurance coverage during employee's appointment. The additional state paid life insurance benefit is not retroactive.
 - c. If employee no longer works as a benefits eligible career service exempt employee, they will no longer be eligible for this state paid term life insurance coverage benefit, but may have the option to purchase the same coverage themselves.
3. If employee elects to convert to career service exempt status in the appointed position, employee will receive the following at the time of conversion.
 - a. (increase)
 - b. (annual changes)
 - c. (bonus)

Election

Employee acknowledges, has read, and fully understands the terms and conditions associated with the conversion to career service exempt status. Employee understands that employee has the option to remain in career service status in the appointed position or voluntarily convert to career service exempt status in the appointed position. Based on this understanding, employee:

(Please check one)

Voluntarily elects to convert from career service status to career service exempt status as schedule _____ in the _____ position.

Voluntarily elects to remain career service status in the _____ position. By voluntarily remaining in career service, employee acknowledges that employee is not entitled to the incentives set forth above.

Conversion Effective Date: _____ Employee ID: _____

Employee Signature: _____ Date: _____

Agency Representative: _____ Date: _____