



State of Utah

Department of Human Resource Management

CAREER SERVICE EXEMPT APPOINTMENTS

(Schedule AB, AC, AD, AR, AS, AE, & AT Employees)

Pursuant to statute (UCA 67-19-15) and Utah Department of Human Resource Management rules, this notice hereby specifies that the following individual, _____, herein referred to as “employee,” has been appointed to and accepted the following position: _____, a career service exempt position.

Employee understands and acknowledges that by accepting this appointment the following terms and conditions of employment apply:

- A. Employee will serve at the will of the appointing authority and may be released from this appointment at any time without explanation or cause.
- B. If accepting appointment to a schedule AB, AD, AR, or AT career service exempt position, employee shall be provided the benefits set forth below. If accepting appointment to a schedule AC, AE, or AS career service exempt position, employee shall be provided, at the discretion of the appointing authority the benefits set forth below.
 1. State Paid Term Life Insurance: If approved through underwriting, the employee is eligible to receive additional state-paid life insurance coverage provided through the Term Life Program- Public Employees Health Plan (PEHP):
 - a. Hourly wage \$24.03 or less, shall receive \$125,000 of term life insurance;
 - b. Hourly wage between \$24.04 and \$28.84 shall receive \$150,000 of term life insurance;
 - c. Hourly wage \$28.85 or higher shall receive \$200,000 of term life insurance.
 2. I acknowledge and agree that in order to be considered for the above mentioned additional state paid term life insurance, it is my responsibility to complete and submit all necessary paperwork to the Term Life program –PEHP underwriting department. I further acknowledge and agree that it is my responsibility to notify PEHP of any salary changes impacting paragraph one (1) during my appointment. This benefit is not retroactive.
 3. I understand that if I no longer work as a benefits eligible career service exempt employee, I will no longer be eligible for state paid Term Life Insurance coverage, but I may have the option to purchase the same coverage myself.
- C. Severance: If separated from the state service through an action initiated by management, to include resignation in lieu of termination, Employee may receive a severance benefit but only as provided by statute and/or Department of Human Resource Management rule at the time of separation from the career service exempt appointed position.

Appointment Date: _____ Employee ID: _____

Employee Signature: _____ Date: _____

Agency Representative: _____ Date: _____