



## State of Utah

Department of Human Resource Management

# CAREER SERVICE EXEMPT CONVERSION ELECTION AGREEMENT & ACKNOWLEDGEMENT

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

Pursuant to this Career Service Exempt Conversion Election Agreement and Acknowledgement the following career service employee, \_\_\_\_\_, herein referred to as "Employee," is given notice of employee's option to voluntarily convert from career service status to career service exempt status in the appointed \_\_\_\_\_ position ("appointed position") in schedule \_\_\_\_\_.

- I. Employee understands and acknowledges that by converting to career service exempt status in the appointed position, the following terms and condition of employment will apply:
  - a. Employee will serve at the will of the appointing authority, waiving all rights afforded career service employees.
  - b. If converting to a career service exempt schedule AB, AD, AR, AE, or AT position, employee will be entitled to the benefits set forth below. If converting to a career service exempt schedule AS or AC position employee may 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. If Employee is in career service at the time of conversion with no break in service before conversion, and Employee is later not retained or is otherwise separated from the career service exempt appointed position, unless separated for cause, employee shall be given any preferential right or consideration provided by statute and/or Department of Human Resource Management rule existing at the time of separation from the career service exempt appointed position.
  - d. If Employee is separated for cause from the career service exempt appointed position, Employee is not entitled to any preferential right or consideration provided by statute and/or Department of Human Resource Management rule existing at the time of separation.

- e. 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.

- II. 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 scheduled \_\_\_\_\_ in the \_\_\_\_\_ position.
  
- Voluntarily elects to remain career service status in the \_\_\_\_\_ position. By voluntarily remaining in career service, Employee acknowledges Employee is not Entitled to the incentives set forth above.

Conversion Effective Date: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_