

**Memorandum of Understanding**  
Early Exit Program  
Humboldt State University

This Agreement ("Agreement") is entered into between the Board of Trustees of the California State University through its Humboldt State University ("HSU") campus and the California State University Employees Union ("CSUEU") (collectively "the Parties") regarding the implementation of HSU's Early Exit Program ("EEP").

- A. Notice of the EEP was provided to CSUEU on June 11, 2020, and the parties met and conferred via zoom on July 9, 2020, and July 23, 2020.
- B. The parties agree to the following terms regarding the EEP:
1. The deadline to apply for the EEP shall be extended to July 31, 2020;
  2. The following language shall be incorporated into General Release and Waiver Section of the EEP Separations Agreement and Release:
    - a. Notwithstanding Employee's full and complete settlement of all claims of any kind as provided in Section 6 of the Agreement, nothing in this Agreement shall be construed to prohibit Employee from reporting an alleged violation of or participating in any investigation or proceeding conducted in accordance with CSU's Executive Order 1096 or Executive Order 1097.
    - b. Workers' Compensation: The General Waiver and Release of Claims in this Agreement does not affect workers' compensation benefits.
  3. Modification to Agreement Terms: The modifications in red and struck-out in the Attachment shall be incorporated into the separation agreements provided to CSUEU-represented employees. The parties agree that the President's response provided in accordance with Provision 13.7 is final and not subject to reversal by the State Personnel Board.
  4. Permanent employees who hold probationary or temporary positions may participate in the program.
  5. No eligible employee shall be denied the opportunity to participate in the program by management action (veto) or inaction (failing to sign and forward the application). However, the separation date must be agreed upon by the appropriate administrator and the employee based on operational needs. The separation date cannot be later than December 22, 2020.
- C. CSUEU acknowledges that CSU has fully satisfied its obligation to meet and confer regarding the implementation of the EEP.
- D. This MOU shall not create a precedent at HSU or any campus within the CSU system.

**For CSUEU:**



Brian Young

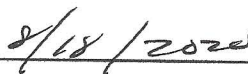
Jul 29, 2020

Date



Rocky Sanchez

Date




HSU EEP CSU PROPOSAL 4  
July 23, 2020

  
Pam Robertson (Jul 29, 2020 20:11 PDT)

Pam Roberson

Jul 29, 2020

Date

  
Don Moreno (Aug 12, 2020 12:58 PDT)

Don Moreno

Aug 12, 2020

Date

  
Tony Spraggins (Aug 15, 2020 10:05 PDT)

Tony Spraggins

Aug 15, 2020

Date

  
Richard McGee (Aug 16, 2020 18:46 PDT)

Rich McGee

Aug 16, 2020

Date

  
Stephen Tillinghast (Aug 17, 2020 09:37 PDT)

Steve Tillinghast

Aug 17, 2020

Date

  
Bella Gray (Aug 17, 2020 17:57 PDT)

Bella Gray

Aug 17, 2020

Date

  
Shondra Kaufman (Jul 29, 2020 14:44 PDT)

Shondra Kaufman

Jul 29, 2020

Date



Stephen Green

Jul 29, 2020

Date

  
Brenda C. Brown (Aug 17, 2020 22:43 PDT)

Brenda Brown

Aug 17, 2020

Date

For HSU:

  
David J. Montoya III (Jul 29, 2020 06:59 PDT)

David J. Montoya III, AVP of Human Resources

Jul 29, 2020

Date

  
Scott Kasper (Jul 29, 2020 13:59 PDT)

Scott Kasper

Jul 29, 2020

Date

Director, Employee and Labor Relations

**For CSU:**



---

Diva M. Sanchez Trevino  
Manager of Systemwide Labor Relations  
CSU Chancellor's Office

**07/23/2020**

---

Date

## SEPARATION AGREEMENT AND RELEASE

This Separation Agreement and Release ("Agreement") is by and between the Board of Trustees of the California State University through Humboldt State University (the "University") and [insert name] ("Employee"). As used in this Agreement, "University" includes the Board of Trustees of the California State University and its agents, employees, attorneys, officers, directors, trustees, auxiliary organizations, affiliates, predecessors, successors in interest and assigns, and representatives. The University and Employee are sometimes collectively referred to as the Parties.

### **Factual background**

Whereas, Employee agrees to voluntarily resign through the Early Exit Program, effective [insert Intended Retirement/Separation Date];

Whereas, the University has conditionally accepted Employee's application to participate in the Early Exit Program pending the timely execution of this Agreement, per the Terms and Conditions of the Early Exit Program;

Whereas, both the University and Employee desire to settle/avoid any actual or potential differences and disputes of their employment relationship, and wish to avoid the expense, inconvenience, and uncertainty of further proceedings.

Now, in consideration of the foregoing, and of the mutual covenants, commitments, and agreements contained herein, the receipt and sufficiency of which is hereby acknowledged, University and Employee each acknowledge and voluntarily agree as follows:

### **Agreement terms**

1. Employee's Resignation - Employee agrees to voluntarily resign from Employee's employment with the University, effective [insert Intended Retirement/Separation Date]. Employee hereby delivers to the University a signed letter of resignation.
2. The University agrees to accept Employee's voluntary resignation. The University's execution of this agreement is deemed acceptance of Employee's resignation.
3. As a material consideration for the University entering into this Agreement, Employee acknowledges and agrees that Employee's resignation from all positions of employment with the University is voluntary and will be irrevocable as of the date that this Agreement is signed by both Parties. Further, Employee hereby waives any right Employee may have under any applicable law, regulation, ~~Collective Bargaining Agreement~~ or policy to revoke or rescind Employee's resignation.

As a further material consideration for the University entering into this Agreement, to the extent Employee has any applicable retreat rights, Employee agrees to waive any such retreat rights.

Nothing in this provision prohibits Employee from applying for another position with the University in the future.



4. Severance Benefit - Within thirty (30) days of Employee's last day of employment with the University, the University shall pay Employee the amount of [insert Severance Payment], less all appropriate payroll deductions. This amount represents eighty (80) percent of the calculated retirement package per the terms of the Early Exit Program. Employee understands and agrees that the Severance Benefit described in this Agreement exceeds what Employee is otherwise entitled, and such payment is in exchange for executing this Agreement and complying with the terms and provisions herein. Employee acknowledges that this severance benefit is not considered reportable to CalPERS nor will it be included in the calculation of CalPERS retirement benefits.
5. Tax Indemnification: Employee agrees that neither Employee nor Employee's attorneys have relied on any representations as to the tax consequences of this Agreement. Employee further agrees that if any taxing authority determines that any part of the Agreement is taxable, Employee will be solely responsible for all such taxes, and that Employee shall indemnify and hold harmless the University from liability to any tax authority, and from any claims made in any administrative or judicial action to collect taxes from the University. If a proceeding is instituted against the University, the University will give Employee notice of the proceedings at Employee's last known address, and Employee will be obligated to defend and indemnify the University.
6. General Release and Waiver of Claims -
  - A. Employee hereby waives and fully releases and forever discharges the University from any and all claims, causes of action, complaints, damages, agreements, suits, attorney's fees, loss, cost or expense, obligations and liabilities, of whatever kind or character, any statutory claims, or any and all other matters of whatever kind, nature or description, whether known or unknown, occurring prior to the date of the execution of this Agreement, which Employee may have against the University, by reason of or arising out of or concerning Employee's employment with the University. Employee acknowledges and agrees that Employee's release of claims specifically includes, but is not limited to, any retreat rights, as well as any and all claims under Title VII of the Civil Rights Act of 1964, 42 U.S.C. section 2000 et seq.; the Age Discrimination in Employment Act, 29 U.S.C. section 621 et seq. ("ADEA"); the Federal Civil Rights Statutes, 42 U.S.C. sections 1981, 1982, 1983, 1985 and 1986; the Americans with Disabilities Act; the Equal Pay Act; the California Fair Employment and Housing Act, California Government Code section 12940 et seq.; the Family and Medical Leave Act; the California Labor Code; and the Unruh Civil Rights Act based upon events occurring prior to the date of the execution of this Agreement.

In so doing, Employee expressly acknowledges and agrees that Employee hereby waives all rights Employee may have under Section 1542 of the California Civil Code, which provides:

**A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.**

Employee understands and acknowledges that the consideration provided for in this Agreement is in full and complete settlement of all claims of any kind, whether known or unknown, actual or potential, which Employee may have against the University in connection with Employee's employment, working conditions, and any other conduct of the Parties occurring prior to the date of the execution of this Agreement.

- B. Nothing in this Agreement shall be construed to prohibit Employee from filing a charge with or participating in any investigation or proceeding conducted by the EEOC or a comparable state or local agency. Notwithstanding the foregoing, the Employee agrees to waive Employee's right to recover monetary damages in any charge, complaint, or lawsuit filed by Employee or by anyone else on Employee's behalf based on events occurring prior to the date of the execution of this Agreement, which Employee may have against the University, by reason of or arising out of or concerning Employee's employment with the University.
- C. Nothing in this Agreement shall be construed as waiving any entitlement to any compensation Employee may have under any applicable Collective Bargaining Agreement that is earned by Employee on or before Employee's last day of employment with the University.
7. ADEA Release - Employee hereby expressly agrees that this General Waiver and Release includes but is in no way limited to any and all claims and rights employee may have under the Age Discrimination in Employment Act of 1967, as amended. Employee expressly acknowledges that (a) Employee is hereby advised to consult an attorney prior to executing this Agreement; and (b) Employee has carefully read the entirety of this Agreement and knows the contents thereof, and (c) Employee has had a reasonable opportunity to consult with an attorney of Employee's own choosing prior to executing this Agreement.
8. Voluntary Agreement - Employee acknowledges that they have read this Agreement in its entirety, understands it, and enters into this Agreement freely and voluntarily.
9. Non-Assignment - The Parties expressly warrant that they have not transferred to any person or entity any right, cause of action or claim released in this Agreement.
10. Governing Law - This Agreement shall be interpreted under the laws of the State of California.
11. Severability - The provisions of this Agreement are severable, and if any part of it is found to be invalid or unenforceable, the other parts shall remain fully valid and enforceable.



12. Counterparts - This Agreement may be executed in several counterparts, and each executed counterpart shall have the same effect as an original and shall constitute an effective, binding Agreement on all of the parties hereto, and their successors and assignees. Electronically scanned copies of signatures will constitute acceptable, binding signatures for purposes of this Agreement.
13. Complete Agreement - This Agreement represents the full and complete agreement and understanding between the Parties with respect to the matters stated herein. Any agreement or promises alleged to have been made which are not reflected in the written terms of this Agreement are and shall be superseded by the terms of this Agreement and shall have no effect.
14. Modification - No supplement, modification, waiver or amendment of this Agreement shall be binding unless executed in writing by the Party against whom enforcement of such supplement, modification, waiver or amendment is sought.
15. Captions - Captions and headings of the sections of this Agreement are intended solely for convenience and no provision of this Agreement is to be construed by reference to the caption or heading of any section or paragraph.
16. Costs - The Parties shall bear their own costs, expenses, and attorneys' fees.
17. Effective Date - The execution date of this Agreement shall be the date of the last signature of the Parties, upon which this Agreement shall become effective and enforceable ("Effective Date").

By signing below, the Parties witness their agreement to all the terms and conditions of this Agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## FINAL SEPARATION AND RELEASE AGREEMENT

### To Be Signed on Employee's Last Day of Employment

This FINAL Separation Agreement and Release ("Agreement") is by and between the Board of Trustees of the California State University through Humboldt State University (the "University") and [insert name] ("Employee"). As used in this Agreement, "University" includes the Board of Trustees of the California State University and its agents, employees, attorneys, officers, directors, trustees, auxiliary organizations, affiliates, predecessors, successors in interest and assigns, and representatives. The University and Employee are sometimes collectively referred to as the Parties.

#### Factual background

Whereas, Employee has already agreed to voluntarily resign through the Early Exit Program, effective [insert today's date];

Whereas, both the University and Employee desire to settle/avoid any actual or potential differences and disputes of their employment relationship or its termination, and wish to avoid the expense, inconvenience, and uncertainty of further proceedings.

Now, in consideration of the foregoing, and of the mutual covenants, commitments, and agreements contained herein, the receipt and sufficiency of which is hereby acknowledged, University and Employee each acknowledge and voluntarily agree as follows:

#### Agreement terms

1. Severance Benefit - Within thirty (30) days of the Effective Date, the University shall pay Employee the amount of [insert Severance Payment], less all appropriate payroll deductions. This amount represents the final twenty (20) percent of the calculated retirement package per the terms of the Early Exit Program. Employee understands and agrees that the Severance Benefit described in this Agreement exceeds what Employee is otherwise entitled to receive upon separation from employment, and such payment is in exchange for executing this Agreement and complying with the terms and provisions herein. Except as provided in Section 4(c), Employee further acknowledges no entitlement to any additional payment or consideration not specifically referenced in this Agreement. Employee acknowledges that this severance benefit is not considered reportable to CalPERS nor will it be included in the calculation of CalPERS retirement benefits.
2. Tax Indemnification: Employee agrees that neither Employee nor Employee's attorneys have relied on any representations as to the tax consequences of this Agreement. Employee further agrees that if any taxing authority determines that any part of the Agreement is taxable, Employee will be solely responsible for all such taxes, and that Employee shall indemnify and hold harmless the University from liability to any tax authority, and from any claims made in any administrative or judicial action to collect taxes from the University. If a proceeding is instituted against the University, the University will give Employee notice of the proceedings at Employee's last known address, and Employee will be obligated to defend and indemnify the University.



3. Return of Property - Employee must return all University property to the University, including but not limited to, identification cards or badges, keys, laptop, mobile phone, electronically stored documents or files, uniforms, and physical files. Employee represents that Employee, as of the Effective Date of this Agreement, has returned all University property to the University.

4. General Release and Waiver of Claims -

a. Employee hereby waives and fully releases and forever discharges the University from any and all claims, causes of action, complaints, damages, agreements, suits, attorney's fees, loss, cost or expense, obligations and liabilities, of whatever kind or character, any statutory claims, or any and all other matters of whatever kind, nature or description, whether known or unknown, occurring prior to the date of the execution of this Agreement, which Employee may have against the University, by reason of or arising out of or concerning Employee's employment with the University. Employee acknowledges that Employee's release of claims specifically includes, but is not limited to, any retreat rights, as well as any and all claims under Title VII of the Civil Rights Act of 1964, 42 U.S.C. section 2000 et seq.; the Age Discrimination in Employment Act, 29 U.S.C. section 621 et seq. ("ADEA"); the Federal Civil Rights Statutes, 42 U.S.C. sections 1981, 1982, 1983, 1985 and 1986; the Americans with Disabilities Act; the Equal Pay Act; the California Fair Employment and Housing Act, California Government Code section 12940 et seq.; the Family and Medical Leave Act; the California Labor Code; and the Unruh Civil Rights Act based upon events occurring prior to the date of the execution of this Agreement.

In so doing, Employee expressly acknowledges that Employee hereby waives all rights Employee may have under Section 1542 of the California Civil Code, which provides:

**A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.**

Employee understands and acknowledges that the consideration provided for in this Agreement is in full and complete settlement of all claims of any kind, whether known or unknown, actual or potential, which Employee may have against the University in connection with Employee's employment, working conditions, and any other conduct of the Parties occurring prior to the date of the execution of this Agreement.

- b. Nothing in this Agreement shall be construed to prohibit Employee from filing a charge with or participating in any investigation or proceeding conducted by the EEOC or a comparable state or local agency. Notwithstanding the foregoing, the Employee agrees to waive Employee's right to recover monetary damages in any charge, complaint, or lawsuit filed by Employee or by anyone else on Employee's behalf based on events occurring prior to the date of the execution of this Agreement, which Employee may have against the University, by reason of or arising out of or concerning Employee's employment with the University.

c. Nothing in this Agreement shall be construed as waiving any entitlement to any compensation Employee may have under any applicable Collective Bargaining Agreement that is earned by Employee on or before Employee's last day of employment with the University.

5. ADEA Release - Employee hereby expressly agrees that this General Waiver and Release includes but is in no way limited to any and all claims and rights employee may have under the Age Discrimination in Employment Act of 1967, as amended. Employee expressly acknowledges that (a) Employee is hereby advised to consult an attorney prior to executing this Agreement; and (b) Employee has carefully read the entirety of this Agreement and knows the contents thereof, and (c) Employee has had a reasonable opportunity to consult with an attorney of Employee's own choosing prior to executing this Agreement.

6. Voluntary Agreement - Employee acknowledges that they have read this Agreement in its entirety, understands it, and enters into this Agreement freely and voluntarily.

7. Non-Assignment - The Parties expressly warrant that they have not transferred to any person or entity any right, cause of action or claim released in this Agreement.

8. Governing Law - This Agreement shall be interpreted under the laws of the State of California.

9. Severability - The provisions of this Agreement are severable, and if any part of it is found to be invalid or unenforceable, the other parts shall remain fully valid and enforceable.

10. Counterparts - This Agreement may be executed in several counterparts, and each executed counterpart shall have the same effect as an original and shall constitute an effective, binding Agreement on all of the parties hereto, and their successors and assignees. Electronically scanned copies of signatures will constitute acceptable, binding signatures for purposes of this Agreement.

11. Complete Agreement - This Agreement represents the full and complete agreement and understanding between the Parties with respect to the matters stated herein. Any agreement or promises alleged to have been made which are not reflected in the written terms of this Agreement are and shall be superseded by the terms of this Agreement and shall have no effect.

12. Modification - No supplement, modification, waiver or amendment of this Agreement shall be binding unless executed in writing by the Party against whom enforcement of such supplement, modification, waiver or amendment is sought.

13. Captions - Captions and headings of the sections of this Agreement are intended solely for convenience and no provision of this Agreement is to be construed by reference to the caption or heading of any section or paragraph.

14. Costs - The Parties shall bear their own costs, expenses, and attorneys' fees.

15. Effective Date - The execution date of this Agreement shall be the date of the last signature of the Parties, upon which this Agreement shall become effective and enforceable ("Effective Date").

By signing below, the Parties witness their agreement to all the terms and conditions of this Agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date