



Early Retirement & Voluntary Resignation Plan Application

Concordia University - Portland is confronted with serious fiscal constraints and is undertaking organizational reviews to optimize the efficiency of administrative and academic support units. One response to these challenges is the adoption of the Early Retirement & Voluntary Resignation Plan (ERVRP) for qualified Academic and Staff employees.

The ERVRP is not intended to be an entitlement. A fundamental requirement of the ERVRP is that approved applications must achieve one of the institutional objectives described above. Not every application to participate in the ERVRP will be approved.

- The ERVRP is a one-time opportunity for eligible employees to apply for voluntary reduction in hours and benefits eligible, voluntary separation and resignation or enter early retirement.
- The ERVRP is completely voluntary.
- The ERVRP application period starts April 11, 2017 and ends at midnight (12:00 am PST) May 1, 2017. Applications received outside of this timeframe are not eligible for consideration.
- Completed and electronically signed applications must be submitted to HRsecure@cu-portland.edu

Employee Name (Last, First, MI)	CU ID
Current Primary Position	Overload/Secondary Position(s), if any

Select one of the options below in order to apply to participate in the ERVRP program:

- I wish to reduce my total working hours to between 21 and 29 hours per week
- I wish to reduce my total working hours to less than 20 hours per week
- I wish to voluntarily resign from any and all positions that I hold at Concordia University – Portland on the effective date designated below by Concordia University – Portland
- I wish to enter into early retirement from any and all positions that I hold at Concordia – Portland on the effective date designated below by Concordia University - Portland

Employee Signature: _____ Date: _____

Your request to reduce working hours and benefit eligibility is: declined accepted effective _____

Your request to voluntarily resign or enter into early retirement is: accepted effective _____

Approving Signature: _____ Date: _____