

**SAMPLE TERMINATION LETTER FOR INCLUDED APT EMPLOYEES WITH SECURITY**  
**(ITALICS/UNDERScoreD INFORMATION SHOULD BE APPROPRIATE TO**  
**APPOINTMENT)**

**DATE:**

**TO:**

**FROM:       DEAN/DIRECTOR**

**SUBJECT:     TERMINATION OF EMPLOYMENT**

Pursuant to our conversation, this letter serves to confirm that your employment appointment with the School/College will terminate at the close of business on June 30, 2009. As we had indicated to you, the funding/grant ends on June 30, 2009 and, unfortunately, we cannot continue your appointment.

Our records indicate that you have priority rights in accordance with *Article 10A, Employment Rights* of the Bargaining Unit 08, collective bargaining agreement. During the 90 day period (April 1, 2009 to June 30, 2009), **preceding** the cited date of termination, you are entitled to Priority 1 consideration. Priority 1 consideration provides you with preference to vacant APT bargaining unit positions for which you apply if you meet the minimum qualification requirements of the position in the same or lower pay band as the position from which you are being terminated.

Following the termination of your employment (close of business June 30, 2009), you will be entitled to Priority 2 consideration for 18 months (July 1, 2009 through January 31, 2011) following your termination in accordance with Article 10A of the BU 08 collective bargaining agreement. Priority 2 consideration provides you with preference to vacant positions (so long as there are no applicants in the Priority 1 category) for which you apply if you meet the minimum qualifications requirements of the position in the same or lower pay band as the position from which you were terminated. It is important to note that for the Priority 2 category, should you decline an offer of reemployment in a position for which you apply and qualify, you forfeit any further reemployment rights as provided under Article 10A of the BU 08 collective bargaining agreement.

Please be advised that all university vacant positions are listed at the *Work at UH Website* (<http://workatuh.hawaii.edu>). Further, should you wish to be advised of APT vacancies electronically as they are posted, please join the listserv by following instructions at the following link: <http://www.hawaii.edu/ohr/download/vacancy.pdf>.

Finally, it is your responsibility to: a) apply for any vacancy at the same or lower pay band for which you believe you qualify in order to enjoy the benefits of your priority status, and b) clearly identify on your application or resume for APT vacancies that you are a Priority applicant. It is critical that you bring to the attention of the recruiting University agency's attention that you have priority rights in accordance with the BU 08 collective bargaining agreement.

Please feel free to contact your (administrative officer/personnel officer) at (808) 956-\_\_\_\_\_ should you wish to discuss the preferential selection process identified as Priority 1 and 2 status. Further, if the College/School can be of any further assistance to you relative to your priority employment status, please call \_\_\_\_\_ at (808) 956-\_\_\_\_\_.