

University of Louisville
Reduction in Force (RIF) Temporary Employment Pool Election

Section I. To be completed by the employee in the reduction in force status.

Employee Name	Department	Effective Date of Separation
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Home Address

Home Phone Number	Cell Phone Number	E-mail Address
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I understand:

- I will remain eligible to apply for permanent positions at the University of Louisville (UofL) at any time. If I am reemployed to a permanent position during the 18-month period immediately following my separation, there will be no break in my service with UofL;
- I will remain in the Temporary Employment Pool for a maximum of 18 months from the date of my separation from UofL. If I am permanently hired by UofL during this 18-month period, or decline two offers of temporary employment for a position provided through this process, I will be immediately removed from the temporary employment pool;
- If I am selected from the RIF Temporary Employment Pool I will be hired as a temporary employee and will not be eligible for benefits (except where required by law). The hiring department will determine the rate of pay;
- I am eligible to utilize the university's Employee Assistance Program (EAP) for career counseling for six months from the date of my separation from UofL. This service includes a confidential assessment, basic resume review assistance, short-term career counseling, and, if needed, referrals to other resources in the community;
- My entry into the Temporary Employment Pool is not finalized until my résumé is submitted to Human Resources with this completed form.

I elect to participate not to participate **in the RIF Temporary Employment Pool.**

Employee Signature	Date
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Check the areas in which you are qualified to work:

Administrative/Clerical Program Management	Research Clinical	Skilled Trades Other, Please Specify: _____
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This form must be accompanied by a recent copy of your résumé at the time of submission. Please forward both documents to: stacey.gardner@louisville.edu or Human Resources, Attn: Stacey Gardner, 1980 Arthur Street, Louisville, KY 40208.