

**University of Kansas – Lawrence and Edwards Campus
Voluntary Separation Incentive Program for Retirement
(VSIP) Separation Agreement with Waiver and Release**

This Separation Agreement with Waiver and Release (“Agreement”) is entered into between _____ (“Employee”, “me” or “I”), Employee ID: _____, and the University of Kansas (the “University”), who agree as follows:

1. Voluntary Date of Separation

I agree that I am voluntarily retiring and that my employment with the University is voluntarily terminated effective May 22, 2026 (the “Date of Separation”).

2. VSIP Payment and Other Consideration

The University agrees to pay me the following payment and other consideration under the University of Kansas Voluntary Separation Incentive Program for Retirement (the “VSIP”), provided that I timely sign this Agreement. I agree that the VSIP payment (the “Incentive Payment”) is a benefit that I am not already entitled to.

I will receive a one-time lump sum Incentive Payment in the gross amount of \$[amount inserted by KU]. The Incentive Payment amount is subject to federal and state income taxes and, if applicable, federal Medicare taxes. I authorize the University of Kansas to reduce the lump sum Incentive Payment by the amount of these withholding taxes.

3. Forfeiture of Tenure and Notice Rights

I agree that by signing this agreement, I am forfeiting any tenure status and any right to notice of non-reappointment I may have.

4. Eligibility for Reemployment

The University of Kansas is enforcing restrictions on rehiring participants of this VSIP program. By signing this release, I agree that I am not eligible for rehire to a faculty position at the University of Kansas, and that I am not guaranteed employment with the University in the future. I understand that there are other important conditions of rehire of retirees that would also apply after the waiting period and those are outlined in the [University’s Retiree Rehire policy](#).

5. General Waiver and Release

By signing this Agreement, I waive and release any and all claims, known or unknown, arising on or before the time I sign this Agreement, that I have or might have against the University, Kansas Board of Regents, and State of Kansas and their officers, affiliates, employees, representatives and agents, as well as all of their respective past and present affiliates, officers, employees, representatives and agents (collectively, “Released Parties”), subject only to the exceptions identified

in Section 6 below regarding Claims not Waived and Released. These waived and released claims include but are not limited to: (i) claims that in any way relate to my employment, separation from employment and other dealings of any kind with any Released Party or Parties; (ii) claims of unlawful discrimination, harassment, retaliation, or other alleged violations arising under the United States and Kansas constitutions, Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Equal Pay Act of 1963, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Jobs for Veterans Act of 2002, the Kansas Acts Against Discrimination, 42 U.S.C. § 1981, 42 U.S.C. § 1983, 42 U.S.C. § 1985, 42 U.S.C. § 1988, the Employee Retirement Income Security Act (“ERISA”), inclusive with COBRA, K.S.A. §44-1001, et seq., or any other state, federal, or local law, statute, public policy, order, ordinance, or regulation; (iii) claims of wrongful discharge, tort, defamation, misrepresentation, fraud, detrimental reliance, breach of alleged contractual obligations, negligence, and violation of public policy; and (iv) claims for monetary damages, other personal recovery or relief, costs, expenses, and attorneys’ fees of any kind.

I agree not to initiate any legal proceedings related to any matters released in this Agreement. Nothing in this Agreement prevents me from filing a charge of discrimination with the United States Equal Opportunity Commissions (EEOC) (or any other federal, state, or local agency), or from participating in any investigation or other proceeding involving such an agency, but by signing this Agreement, I am waiving my right to recover any monetary or other damages and/or attorneys’ fees in any claim or lawsuit brought by or through the EEOC related in any way to my employment with the University of Kansas. I understand that this Agreement may be used as an affirmative defense and complete bar to any claim, lawsuit, charge, or any other type of action that I, or someone on my behalf, may file.

6. Claims Not Waived and Released

The only claims not waived and not released by me in this Agreement are: (i) claims arising after the date I sign this Agreement; (ii) any claim that as a matter of law cannot be waived; and (iii) claims for benefits that are specifically described and provided for in this Agreement.

7. Non-Admission

Nothing in this Agreement is or may be taken as an admission of any wrongdoing, fault, violation, liability, or unlawful activity by me, the University or any other Released Party.

8. Severability

If any provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid or unenforceable to any extent, the remaining provisions of the Agreement will be deemed valid and enforceable and this Agreement will continue in full force and effect.

9. Periods to Consider this Agreement and Revoke

I was given from Jan. 13, 2026 through May 22, 2026 to decide whether to apply for the VSIP program. This Agreement in generic form was available to me beginning with the program launch,

Oct. 29, 2025, for my review and consideration. I was notified by e-mail dated Dec. 9, 2025 that my application for the Voluntary Separation Incentive Program has been approved. I was given until Dec. 23, 2025 to sign the VSIP Notice of Retirement. On Jan. 12, 2026, approximately four months before my retirement, I was given a copy of this Agreement that contains information specific to me and my VSIP payment.

I understand that I may revoke a submitted Separation Agreement on or within seven (7) calendar days of the date I sign the Agreement. Revocation of the submitted Separation Agreement will constitute automatic withdrawal of my participation in the VSIP; I will be treated as a traditional retiree; and I will receive the non-VSIP retiree benefits to which I am entitled. I understand that if I revoke this Agreement, I am still entitled to receive any compensable accrued sick and/or vacation leave payments due to me at the time of retirement and that those leave payments and other retirement benefits will be administered in accordance with established University policies, plans, and procedures.

Revocation of the Separation Agreement must be clearly stated in writing and signed and dated by me. I must either deliver the revocation by hand-delivery or mail via US Postal Service to the Provost Office, Attn: Amy Carlson, 250 Strong Hall, University of Kansas, 1450 Jayhawk Blvd., Lawrence, KS 66045-7518. Revocations sent by any other delivery method will not be accepted and all revocations must be delivered or postmarked within seven (7) calendar days, as outlined above, in order to be effective.

I understand that if I do not revoke the submitted Separation Agreement on or within seven (7) calendar days of the date the Agreement is signed by me, the Agreement is enforceable and the VSIP payment will be made as described in the VSIP guidelines and the Separation Agreement.

10. Employee Advised to Consult with an Attorney

Pursuant to the Older Workers' Benefit Protection Act of 1990 and the Age Discrimination in Employment Act, I am advised to contact an attorney of my choosing at my own expense to discuss the VSIP and to review the Separation Agreement. I am also encouraged to consult with a tax advisor of my choosing at my own expense.

11. Information about eligible employees who were selected for the VSIP and the eligible who were not selected for the VSIP

I agree that I have been provided with information on the eligible employees covered by the program, the eligibility factors considered, the time periods involved in the program, and a list of all job titles and ages of the eligible and selected for the program and the job titles and ages of all eligible and not selected. This information is attached to this Agreement as Exhibit A.

12. Other Benefits at Retirement

An employee who accepts a VSIP Incentive Payment will be eligible for those benefits the University provides to retirees. Detailed information is available at: <https://provost.ku.edu/2025-vsip-overview>. Compensable accrued sick and/or vacation leave payments due to an employee at

the time of separation and other retirement benefits will be administered in accordance with established University policies, plans, and procedures.

13. VSIP Beneficiary Payments

This Agreement provides for a beneficiary designation. If the Employee dies after the Date of Separation but prior to receiving the VSIP payment, and timely notice is received by the University, the entire VSIP payment will be made to the beneficiary. Employee hereby designates the following individual as Employee's beneficiary:

Name: _____

Relationship: _____

Date of Birth: _____

SSN: _____

Address: _____

14. Governing Law

The VSIP shall be governed and construed in accordance with the laws of the State of Kansas, without reference to its conflicts of law provisions.

15. Nondiscrimination Statement

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information in the University's programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies and is the Title IX coordinator for all KU and KUMC campuses: Associate Vice Chancellor for the Office of Civil Rights and Title IX, civilrights@ku.edu, Room 1082 Dole Human Development Center, 1000 Sunnyside Ave., Lawrence, KS 66045, 785-864-6414, 711 TTY. Reports can be submitted by contacting the Title IX Coordinator as provided, or using the Title IX online report form, and complaints can be submitted with the Title IX Coordinator by using the Title IX online complaint form.

This Separation Agreement is in accordance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Jobs for Veterans Act of 2002, the Kansas Acts Against Discrimination, and all other applicable civil rights and nondiscrimination statutes.

16. VSIP Program Conclusion

The VSIP will terminate when all payments described herein have been provided to all approved employees who submit and do not later revoke properly executed Separation Agreements.

17. Complete Agreement

This Agreement constitutes the parties' entire agreement and cancels, supersedes, and replaces any and all prior proposals, understandings, and agreements (written, oral, or implied) regarding all matters addressed herein, except Employee shall continue to be bound by all obligations set forth in any prior agreements, undertakings, waivers and assignments involving confidential information, inventions, non-competition, non-solicitation, non-inducement, patents, copyrights, trademarks, and other intellectual property, and compliance with laws and policies. The terms of this Agreement may not be altered or modified except by written agreement between Employee and the University. In connection with this Agreement's acceptance and execution, neither Employee nor the University is relying on any representation or promise that is not expressly stated in this Agreement.

18. Open Records

I understand that the University is subject to the Kansas Open Records Act, and that it may be required to disclose this Agreement in response to an Open Records Act request. I further acknowledge that the University may release this Agreement upon lawful request. Any personal data such as social security number(s) will be redacted before release.

I have read this Agreement, including the waiver and release contained in the Agreement, and I understand all of its terms. I am executing this Agreement voluntarily and with full knowledge of its significance.

EMPLOYEE

THE UNIVERSITY OF KANSAS

_____ Employee Signature		_____ Date	BY: _____ Jason Hornberger Vice Provost for Finance	_____ Date
Name (Printed): _____		Name (Printed): _____		
Title (Printed): _____				
(Employee Signature must be notarized)				

Subscribed and sworn before me this ____ day of _____, 202__. I am commissioned as a notary public within the County of Douglas, State of Kansas and my commission expires on _____.

Notary Public Signature

Exhibit A

The following information about the Voluntary Separation Incentive Program is being provided to you in accordance with the Older Workers' Benefit Protection Act of 1990 and the Age Discrimination in Employment Act.

The class, unit, or group of individuals eligible to apply for the program includes all employees at the University of Kansas-Lawrence and Edwards Campus who are:

- 62 years of age or older at the Date of Separation (retirement); AND
- have completed at least ten (10) years of service in a benefits-eligible position at KU or a State of Kansas Agency at the Date of Separation; AND
- are not otherwise ineligible because the employee is already on a phased-retirement agreement; has already announced intention to retire and their unit has acknowledged; an employee whose position is funded entirely (100%) through grants; is a current KU retiree who has been rehired, or is on approved long-term disability or who are in the waiting period; or was on sabbatical in Fall 2025 or will be on Sabbatical leave for Spring 2026 unless revoked

Selection Criteria: While it is the intention of KU to allow as many eligible employees as possible to participate in the VSIP, KU reserves the right to limit the total number of participants in order to preserve the viability of programs and services and the integrity of financial resources.

Decisions to fund a voluntary separation package are made by the Chancellor and the Provost with recommendation from the Unit head based upon the following criteria:

1. Meets VSIP eligibility requirements.
2. Unit's operational and accreditation needs are served. The separation must not hinder the unit's current ability to achieve its strategic and organizational mission. The Unit head/Provost/Chancellor may limit the number of individuals approved in any one unit.
3. The needs and best interests of the university community are served.

Timeline:

Oct. 30, 2025	VSIP announced; VSIP guidelines, application and sample Separation Agreement posted
Dec. 1, 2025	VSIP application (Notice of Interest Form) deadline (5 p.m.)

Dec. 9, 2025	Employees notified whether their applications have been accepted and, if approved, receive Notice of Retirement form and sample Separation Agreement (without signature block) via email and mail
Dec. 23, 2025	Employee deadline to return signed VSIP Notice of Retirement form
Jan. 12, 2026	Approved employees will receive Separation Agreement document (with signature block) via email and mail
May 22, 2026	On or immediately after date of selected retirement, sign and return VSIP Separation Agreement
May 29, 2026	Deadline to submit signed Separation Agreement or revoke it.

The following is a listing of the ages and job titles of those eligible and selected for the program and the job titles and ages of all eligible and not selected.

[Insert of table with de-identified information of applicants.]

Rank	Age	Number of Eligible Employees	Number of Eligible Employees selected for VSIP
Position title	xx	1	
Position title	xx	1	1