

ATTACHMENT A



**Western Michigan University
Voluntary Early Retirement Plan**

Plan Document

June 1, 2020

Faculty & Academic Administrators

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Western Michigan University Voluntary Early Retirement Plan

Introduction

The Board of Trustees of Western Michigan University (the “University”) is pleased to offer a Voluntary Early Retirement Plan (“Plan”) for eligible faculty members and academic administrators at Western Michigan University. Many of these faculty members and academic administrators have dedicated the greater part of their professional careers to the University. Their collective achievements and distinguished service have provided stability to the University in achieving its overall strategic goals.

Accordingly, the University is offering an age- and service-based Voluntary Early Retirement Plan for eligible individuals for a limited period of time. The Plan will allow the University to provide a substantial and well-earned benefit to eligible individuals. The Plan also will allow identified units of the University to be proactive in addressing budgetary and/or ongoing workforce challenges.

This document shall serve to govern the terms of the Plan. Eligibility and payments under the Plan are governed by the terms set forth herein. Please refer to this document for information concerning any rights and obligations you may have under the Plan.

Plan Description

Each eligible faculty member and academic administrator who elects to participate in the Plan will receive an amount equal to 100% of the employee’s 2019-2020 academic year or fiscal year base faculty salary. This amount shall be distributed in two (2) equal payments. Each payment shall be subject to required state and federal withholdings. The first payment shall be made in September, 2020. The second payment shall be made in September, 2021. Plan payments do not count as “earnings” for any benefit purposes, including the University’s retirement programs. Therefore, these payments will not be eligible for pre-tax deferral under the University’s retirement programs. For the purposes of this Plan, “base salary” is based upon a faculty member’s level of appointment (either academic year or fiscal year) for 2019-2020. In the case of academic administrators, the base salary shall be their ‘return to faculty’ salary, i.e. what the administrator would have earned if, in lieu of his/her administrative appointment, he/she had been working as a faculty member in the WMU-AAUP bargaining unit for the 2019-2020 academic or fiscal year, whichever is applicable. Base salary does not include Summer I and Summer II appointments, temporary stipends or other supplements given as part of an assignment of administrative or other duties.

Plan participants shall also be paid any accrued and unused vacation and compensable sick leave payments owed to Employee at the time of separation in accordance with established policies, plans and procedures. Other employee benefits (health, dental, etc.) will be provided as described in Article 35, Sections 3.1 through 3.3 and Article 36 of the Collective Bargaining Agreement between the University and the WMU Chapter of the American Association of University

Professors (“WMU-AAUP”), but subject to all conditions, limits, rights and other terms of the applicable health and other welfare plan.

As a condition of participation in the Plan, a faculty member or academic administrator shall waive any right to continued or future employment with the University. His/her resignation is irrevocable.

The opportunity for eligible employees to apply for the Plan is limited. **The application period begins on June 1, 2020 and ends on June 30, 2020, at 5 p.m., ET.** Participating faculty members and academic administrators will be required to separate from the University no later than August 31, 2020.

Eligibility

Eligibility for the Plan is limited solely to designated faculty members and academic administrators at Western Michigan University. Except for those working under reduced work load retirement agreements with the University, faculty members and academic administrators who have served notice on the University prior to May 15, 2020, of their desire to retire or terminate are expressly excluded from participation in the Plan regardless of the date of retirement or termination was to actually be effective.

University-wide: Subject to other restrictions and requirements set forth elsewhere in this Plan document, a faculty member or academic administrator may make application to participate in the Plan if, as of the date of his/her proposed retirement, the faculty member or academic administrator:

- (1) holds academic tenure and is actively employed by the University; and
- (2) is at least age 55; and
- (3) has at least ten (10) years of regular full-time service at the University.

In addition, faculty members and academic administrators who are on approved leaves of absence or on sabbaticals and otherwise meet the applicable eligibility criteria above are eligible to participate in the Plan. A faculty member or academic administrator on paid leave of absence or sabbatical who elects to participate in the Plan shall receive no compensation from the University for any period of leave or sabbatical occurring after his or her Termination Date under the Plan. The provisions of return to active service requirement, as outlined in the Collective Bargaining Agreement between the University and the WMU Chapter of the American Association of University Professors dated September 5, 2017, to and including September 5, 2020, shall also be waived.

The classifications and ages of those faculty members and academic administrators who meet the eligibility criteria and have been selected to participate in the Plan, and the classifications and ages of all faculty members and academic administrators who do not meet the eligibility criteria and have not been selected to participate in the Plan are set forth in Appendix A to Enclosure 2.

Release and Waiver of Claims

To be eligible for the benefits under the Plan, a participating faculty member or academic administrator must sign and not revoke the attached Separation Agreement and General Release (“Agreement”) (Enclosure 2). The terms of the Agreement are hereby incorporated by reference. The Agreement contains a waiver of all claims against the University, including a waiver of claims under the Age Discrimination in Employment Act of 1967. The participating faculty member or academic administrator must also acknowledge that he or she is voluntarily relinquishing his or her rights to continued and future employment and tenure with the University in exchange for the benefits under the Plan. The terms of the Agreement are incorporated by reference in the Plan and should be carefully reviewed. If there is a discrepancy between the Plan and the Agreement, the terms of the Agreement shall control.

Application Procedure

The application period begins on June 1, 2020 and ends at 5:00 p.m., ET on June 30, 2020.

Submitting an application to participate in the Plan shall be on a voluntary basis for all eligible faculty members and academic administrators. If a person is eligible and declines to participate, he/she will not be treated any differently than any other similarly situated faculty members and academic administrators with respect to future terms and conditions of employment.

To apply for the Plan, eligible faculty members and academic administrators must complete and submit an application form to the University on or before 5:00 p.m., ET on June 30, 2020. (Enclosure 1). Applications submitted after that date and time will not be considered. Faxes are accepted at 269-387-3441 and receipt of applications will be acknowledged.

Eligible faculty members and academic administrators who have made timely application for the Plan will be presented with an Agreement for their review and approval. They will then have forty-five (45) days to return the signed Agreement to Warren L. Hills, Ph.D., Chief Human Resources Officer, 1903 West Michigan Avenue, Kalamazoo, MI 49008-5217. If the Employee signs the Agreement within less than forty-five (45) days of its delivery to him/her, he/she acknowledges by signing the Agreement that such decision was entirely voluntary and that he/she had the opportunity to consider the Agreement for the entire forty-five (45) day period. For a period of seven (7) days following the execution and return of the Agreement, participants will have the opportunity to revoke the Agreement by written notice to Dr. Hills at the above address. For such a revocation to be effective, it must be received by Dr. Hills at or before the expiration of the seven (7) day revocation period. It is recommended that written notice of revocation be via hand-delivery or certified mail to show proof of delivery. The Agreement shall not become effective or enforceable during the revocation period. The Agreement shall become effective on the first business day following the expiration of the revocation period (referred to as the “Effective Date of the Agreement”). In no event will the Effective Date of the Agreement extend beyond August 31, 2020. A faculty member or academic administrator who executes and does not revoke the Agreement shall sever employment from the University as of the Effective Date of the Agreement.

Taxes

The University and its employees, the Board of Trustees, agents, including, but not limited to, representatives and attorneys, shall have no liability regarding the tax consequences of payments under this Plan to eligible employees.

It is intended that payments made under the Plan shall be exempt from or in compliance with Internal Revenue Code Section 409A, and the provisions of the Plan are to be construed accordingly. However, in no event shall the University be responsible for any tax or penalty owed by a participating faculty member or academic administrator or his or her beneficiary with regard to payments and benefits provided herein. For purposes of Code Section 409A, each installment of payments or benefits is intended to be treated as a separate payment, and the terms “employment termination” and “termination of employment” or terms of like kind are intended to constitute “separation from service” as defined under Internal Revenue Code Section 409A.

No Assignment of Plan Payments

Under no circumstances may a Plan payments be subject to assignment, garnishment, lien or other encumbrances, and any attempt to cause any such payments to be so subjected shall not be recognized, except to such extent as may be required by law.

Recovery of Plan Payments Made by Mistake

An eligible employee must return to the University the Plan payments or other consideration, or portion thereof, made by a mistake of fact or law or paid contrary to the terms of the Plan.

Representations Contrary to the Plan

No employee, officer, director or agent of the University has the authority to alter, vary or modify the terms of the Plan. No verbal or written representations contrary to the terms of the Plan and its written amendments shall be binding upon the University.

No Employment Rights or Contract

The Plan does not confer employment rights upon any person. Nothing contained in the Plan shall be construed as a contract of any kind between the University or any related entity and any person. No person shall be entitled by virtue of the Plan to remain employed by the University and nothing in the Plan shall restrict the right of the University to terminate the employment of any eligible employee. Any person terminated by the University for cause prior to the Effective Date of the Agreement will be disqualified from participating in the Plan.

Nondiscrimination

The University will not discriminate against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will

comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to employment and access to the University's programs and activities.

Amendment of the Plan

The Plan shall comply with all state and federal laws and shall be amended, if necessary, in order to satisfy any such requirements.

Plan Administrator

This Plan is being administered by the Office of Human Resources, Warren L. Hills, Ph.D., Chief Human Resources Officer, shall have the discretionary authority to determine eligibility for Plan payments and other consideration and to construe the terms of the Plan, including the making of factual determinations. The Plan Administrator shall exercise authority in a nondiscriminatory manner. The decisions of the Chief Human Resources Officer shall be final and conclusive with respect to all questions concerning the administration of the Plan.

All questions regarding this Plan should be emailed to:

Warren L. Hills, Ph.D.
Chief Human Resources Officer
Western Michigan University
1903 West Michigan Avenue
Kalamazoo, MI 49008-5217

Claims Procedure

An eligible faculty member or academic administrator, or his or her personal representative, may file a claim in writing under this Plan if the participant believes he or she has been treated unfairly with respect to the Plan or has been improperly denied benefits under the Plan. A written claim must be filed with the Plan administrator within sixty (60) days of the alleged unfair treatment.

The Plan Administrator shall make a full and fair review of the claim within sixty (60) days and provide written notice as to the decision regarding the participant's claim. If the claim has been denied in whole or in part, the written notice shall set forth the reasons for the denial.

Future Plans

There is absolutely no assurance that this Plan or any similar plan will be offered in the future. The Plan is not precedent-setting.

End of the Plan

The Plan will terminate when all payments described herein have been provided.

V.1 – 5/15/20

4816-8350-8924.3

ENCLOSURE 1



WESTERN MICHIGAN UNIVERSITY
VOLUNTARY EARLY RETIREMENT APPLICATION

This Voluntary Early Retirement Application should be turned into Warren L. Hills, Ph.D., Chief Human Resources Officer, 1903 West Michigan Avenue, Kalamazoo, MI 49008-5217, as soon as possible, but in no event later than 5:00pm ET on June 30, 2020.

I am an eligible employee under the terms of the University' Voluntary Early Retirement Plan and I am electing to retire from employment with the University on _____(Date) (must be on or before August 31, 2020).

Please check the circle that applies to you:

- I am a MPSERS participant
- I am a TIAA participant
- I participate in both MPSERS and TIAA

I understand that as a MPSERS participant, I must contact the Michigan Public School Employee Retirement System to apply for retirement benefits at least 30 days in advance at (800) 381-5111 or visit: <http://www.michigan.gov/ors/>.

I understand that as a TIAA participant, I need to contact TIAA directly at (800) 842-2949 or visit: <https://www.tiaa.org/>.

[EMPLOYEE NAME]

Signature

Tenured: (Please check)

Yes

No

Street address: _____

City, State, Zip Code: _____

Cell/Home Phone: _____

Email: _____

WIN #: _____

Age: _____ Date of Birth: _____

Years of Continuous Service: _____

Date of Hire: _____

Questions regarding the Voluntary Early Retirement Plan should be directed to Warren L. Hills, Ph.D., Chief Human Resources Officer, 1903 West Michigan Avenue, Kalamazoo, MI 49008-5217, (269) 387-3620, warren.l.hills@wmich.edu.

Received by the University on _____, 2020, at _____ a.m./p.m.

Warren L. Hills, Ph.D., Chief Human Resources Officer

For Human Resources Use Only

I have reviewed this application and determined the above individual is eligible to participate in the University's Voluntary Early Retirement Plan. Participation is hereby approved.

Warren L. Hills Date
Chief Human Resources Officer

ENCLOSURE 2

SEPARATION AGREEMENT AND GENERAL RELEASE

This SEPARATION AGREEMENT AND GENERAL RELEASE (“Agreement”) is by and between the Board of Trustees of Western Michigan University, a Michigan Constitutional body corporate with an office and principal place of business at 1903 Western Michigan Avenue, Kalamazoo, MI 49008 (“University”) and **[Employee’s name and address]** (“Employee”) (collectively, the “Parties”).

WITNESSETH

WHEREAS, Employee is currently employed by the University as a **[Title]** in the [Department, College or administrative unit] of Western Michigan University.

WHEREAS, the University has offered the Western Michigan University Voluntary Retirement Plan (“Plan”) dated June 1, 2020, for consideration by certain faculty and academic administrators as provided in the Plan; and

WHEREAS, Employee desires to elect to retire under the terms of the Plan, receive an incentive thereunder, and resign from **[his/her]** position as **[title]** in accordance with the terms and conditions contained within the Plan which is incorporated herein; and

WHEREAS, the University and Employee desire to settle and release any and all differences and claims and causes of action which either party may have against the other in accordance with the terms contained herein.

NOW, THEREFORE, in consideration of the premises, the mutual covenants and promises contained in this Agreement, and intending to be legally bound, the parties hereto represent, warrant, covenant and agree as follows:

1. Employee hereby voluntarily resigns from **[his/her]** University employment as a **[Title]** on the Effective Date of the Agreement (as defined under paragraph 12 below). Employee agrees **[his/her]** resignation is irrevocable and that by said action **[he/she]** also relinquishes **[his/her]** indefinite tenure status, waives all rights to employment and reemployment with the University, and ceases to otherwise be an employee for any purpose. Employee further agrees not to claim or seek future employment with the University. The University accepts the Employee’s resignation.

2. The University agrees to pay the Employee two (2) payments in the amount of **[Write out amount of payment]** and no/100 Dollars (\$**[insert numerals]**.00), less all applicable taxes and any other mandatory and/or employee directed withholdings. The first payment to Employee shall be made in September, 2020. The second payment shall be made to Employee in September, 2021. Employee acknowledges and agrees that said payments are in excess of any compensation owed to Employee as of his/her Separation Date and are paid in accordance with the University’s Voluntary Early Retirement Plan dated June 1, 2020, which is incorporated herein by reference.

3. The University shall pay all accrued and unused vacation and compensable sick leave time owed to Employee as of the date of **[his/her]** separation in accordance with established policies, plans and procedures. The University also agrees to provide to Employee the employee welfare benefits (health, dental, etc.) described in Article 35, Sections 3.1 through 3.3 and Article 36 of the Collective Bargaining Agreement between the University and the WMU Chapter of the American Association of University Professors (“WMU-AAUP”), but subject to all conditions, limits, rights and other terms of the applicable health and other welfare plan. Except as otherwise provided in this Agreement, all benefits shall cease as of the Effective Date of the Agreement (as defined under Section 12 below).

4. As a material inducement to the University to enter into this Agreement and to the maximum extent permitted by law, Employee hereby irrevocably and unconditionally releases, acquits and forever discharges the University and each of the University’s trustees, officers, predecessors, successors, assigns, agents, employees, representatives, attorneys, divisions, branches, subsidiaries, affiliates (and agents, directors, officers, employees, representatives and attorneys of such divisions, subsidiaries, and affiliates), and all persons acting by, through, under or in concert with any of them (collectively for purposes of this Section 4, “the University”), or any of them, from any and all charges, complaints, grievances, claims, liabilities, obligations, promises, agreements, controversies, damages, actions, causes of action, suits, rights, demands, costs, losses, debts and expenses (including attorneys’ fees and costs actually incurred), of any nature whatsoever, excepting only those rights granted to Employee under this Agreement, which Employee may have against the University, including, but not limited to, any and all claims under Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Section 1981 through 1988 of Title 42 of the United States Code, the Immigration Reform and Control Act, the Employee Retirement Income Security Act of 1975, the Americans with Disabilities Act, the Family and Medical Leave Act, the Equal Pay Act of 1963, the Fair Labor Standards Act, the Uniformed Services Employment and Reemployment Rights Act, the Consolidated Omnibus Budget Reconciliation Act of 1985, the Americans with Disabilities Act, the Age Discrimination in Employment Act of 1967, as amended, the Michigan Elliott-Larson Civil Rights Act, any and all claims for defamation or other personal injury, and any and all claims for breach of contract or violation of property rights and procedural due process under federal, state or local statutory or common law, as well as any and all claims under federal, state, local law, statute, University regulations, or the collective bargaining agreement between the University and the WMU-AAUP.

For the purpose of implementing a full and complete release and discharge of the University, Employee expressly acknowledges that this Agreement is intended to include in its effect, without limitations, all claims which Employee does not know or suspect to exist in Employee’s favor at the time of execution hereof, and that this Agreement contemplates the extinguishment of any such claim or claims, including, but not limited to, any and all matters related to or arising out of **[his/her]** University employment through the date of **[his/her]** execution of this Agreement.

It is specifically understood and agreed that this Agreement is a full, complete, and general release; that it is intended to be as broad and inclusive as permitted by law; and that if any term or provision of this Release shall be invalid, illegal, unenforceable, or in conflict with any law governing the Release, the validity of the remaining portion of this Release shall not be affected, but shall continue in full force and effect to the fullest extent allowed by law.

Employee's waiver/release of rights under the Federal Age Discrimination in Employment Act of 1967, as amended, ("ADEA") does not apply to any future claims or rights as that phrase is defined in the Older Workers Benefit Protection Act, including future ADEA claims.

Employee also does not waive any rights to vested employee benefits or any group health continuation rights provided pursuant to the provisions of Consolidated Omnibus Budget Reconciliation Act.

5. Employee affirms that **[he/she]** has been granted any leave to which Employee was entitled under the Family Medical Leave Act or related state or local law, or disability accommodation laws. Employee further affirms that Employee has no known workplace injuries or occupational illnesses.

6. Employee acknowledges and agrees that **[his/her]** unemployment as a result of **[his/her]** resignation is voluntary, without good cause attributable to the University. Employee understands that because **[his/her]** resignation is voluntary, **[he/she]** is disqualified from benefits under the Michigan Employment Security Act.

7. Attached hereto as Appendix A is a listing of the classifications and ages of persons in the University who were and were not selected for participation in the Plan.

8. Employee understands and agrees that if **[he/she]** dies after the Effective Date of the Agreement, and before all benefits under the Plan have been paid, benefits under the Plan will be paid to the beneficiary **[he/she]** has designated below. Employee understands that if **[he/she]** dies before the Effective Date of the Agreement, no benefits will be payable from the Plan to **[his/her]** beneficiary or any other person.

If a participating faculty member or academic administrator dies after the Effective Date of this Agreement, but before all payments under the Plan have been made, benefits under the Plan will be paid to the beneficiary duly designated by the participating faculty member or academic administrator in the Agreement. If a participating faculty member or academic administrator fails to designate a beneficiary in the Agreement, the entire balance of such member's or administrator's account automatically will become payable to his or her spouse unless the spouse does not survive the participating faculty member or academic administrator. If the spouse does not survive the participating faculty member or academic administrator, or if such member or administrator is not married and fails to designate a beneficiary, then such member's or administrator's entire account balance automatically will be paid to his or her estate.

If a participant dies before the Effective Date of the Agreement, no benefits shall be payable from the Plan with respect to the eligible employee.

9. Employee agrees that on or before **[his/her]** voluntary retirement date, **[he/she]** must return all University documents, equipment, and other property to the University, if any, in Employee's possession or control, including but not limited to, keys and University laptops. Employee further agrees not to make, keep, or deliver to anyone else copies or facsimiles of such property.

10. Employee understands that this Release does not apply to those actions or proceedings that are not waivable by law or any charge **[he/she]** may file with the Equal Employment Opportunity Commission ("EEOC") or the Michigan Department of Civil Rights ("MDCR"). Employee further understands that **[he/she]** may cooperate with an investigation by the EEOC or the MDCR. However, Employee willingly and voluntarily hereby waives, releases, and gives up any right **[he/she]** may personally have to receive any monetary damages or other payment or benefit arising out of any such charge or investigation.

11. The University recommends that the Employee consult with an attorney before signing this Agreement. By signing this Agreement, Employee represents and agrees that **[he/she]** had adequate time to consult with **[his/her]** attorney if **[he/she]** believed such consultation was necessary.

12. Employee understands and certifies that **[he/she]** has carefully read and fully understands all the provisions and effects of this Agreement. Employee acknowledges that **[he/she]** has the opportunity to consider this Agreement for forty-five (45) days of the date of its delivery to **[him/her]** before signing it. To accept this Agreement, Employee must return a signed original of this Agreement so that it is received by Warren L. Hills, Ph.D., Chief Human Resources Officer, 1903 West Michigan Avenue, Kalamazoo, MI 49008-5217, warren.l.hills@wmich.edu, at or before the expiration of this forty-five (45) day period. The return of the Agreement shall be by hand delivery, email, or first class mail on or before the expiration of the forty-five (45) day consideration period. If Employee signs this Agreement within less than forty-five (45) days of the date of its delivery to **[him/her]**, **[he/she]** acknowledges by signing this Agreement that such decision was entirely voluntary and that **[he/she]** had the opportunity to consider this Agreement for the entire forty-five (45) day period. For the period of seven (7) days from the date when this Agreement becomes fully executed, Employee has the right to revoke this Agreement by written notice to Dr. Hills at the above stated address. For such a revocation to be effective, it must be received by Dr. Hills at or before the expiration of the seven (7) day revocation period. It is recommended that written notice of revocation be via hand-delivery or certified mail to show proof of delivery. This Agreement shall not become effective or enforceable during the revocation period. If Employee does not revoke it, this Agreement shall become effective on the first business day following the expiration of the revocation period (the "Effective Date of the Agreement") without any further action by the University or Employee.

13. Employee executes this Agreement voluntarily and agrees no representative of the University has improperly influenced or coerced **[his/her]** decision to sign this Agreement.

14. This Agreement and the Plan contain the entire agreement and understanding between the Parties concerning Employee's voluntary resignation from the University. Employee agrees that neither the University nor its Trustees, officer, agents, employees or attorneys have made any oral or written promises or representations concerning the terms, conditions, or effects of this Agreement other than those contained herein. This Agreement constitutes the sole understanding of the parties hereto and supersedes any prior or contemporaneous understandings, whether written or oral, of the Parties respecting the subject matter hereof. There may be no modification of this Agreement unless in writing and approved by the University.

15. No waiver of any provision of this Agreement shall be effective unless made in writing and signed by the waiving Party. The failure of either Party to require the performance of any term or obligation of this Agreement, or the waiver by either Party of any breach of this Agreement, shall not prevent any subsequent enforcement of such term or obligation or be deemed a waiver of any subsequent breach.

16. It is understood and agreed that the terms and conditions of this Agreement represent a full and complete disposition in satisfaction of the University's legal, employment and contractual obligations to Employee; provided, however, that either party may enforce this Agreement in any court of competent jurisdiction and may seek whatever relief is available and appropriate, including, but not limited, specific performance of this Agreement.

17. This Agreement shall be interpreted and construed according to and governed by, the laws of the State of Michigan. The federal or state courts located in the State of Michigan shall be the forum for any lawsuit arising from or incident to this Agreement. In the event of any dispute, this Agreement is intended by the Parties to be construed as a whole, to be interpreted in accordance with its fair meaning, and not to be construed strictly for or against either Party or the "drafter" of all or any portion of this Agreement.

18. This Agreement binds Employee, [his/her] heirs, administrators, personal representatives, successors and assigns.

19. In the event of any dispute, this Agreement is to be intended by the parties to be construed as a whole to be interpreted in accordance with its fair meaning, and not to be construed strictly for or against either party or the "drafter" of all or any portion of this Agreement.

20. This Agreement is conditioned upon its ratification by Western Michigan University's Board of Trustees.

21. This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be taken to be an original, but all of which together shall constitute one and the same document. Facsimile and pdf signatures shall be deemed to be of equal force and effect as originals.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, and intending to be legally bound, the parties have executed this Agreement and General Release.

THE BOARD OF TRUSTEES OF
WESTERN MICHIGAN UNIVERSITY

EMPLOYEE

By: _____
Warren L. Hills, Ph.D.
Chief Human Resource Officer

[Employee Name]

Date: _____

Date

EMPLOYEE DESIGNATION OF
BENEFICIARY:

[Print or type name of Beneficiary]

[Date of Birth]

[Relationship to Employee]

WITNESS:

Witness Signature

Name of Witness (print)

Date