



ELECTION TO ENROLL: UNIVERSITY AND ACADEMIC PROFESSIONALS EMPLOYEE GROUP

Classified employees are eligible at any time to elect enrollment in the University and Academic Professionals employee group covered by the Working@VCU: “Great Place” HR Policies. The effective date of enrollment is based on the election date:

Election received in VCU Human Resources by....	becomes effective on....
March 15, 2021 at 11:59 p.m. EST	April 10, 2021
June 15, 2021 at 11:59 p.m. EST	July 10, 2021
September 15, 2021 at 11:59 p.m. EST	October 10, 2021
December 15, 2021 at 11:59 p.m. EST	January 10, 2022

A Classified employee who elects to become a member of the University and Academic Professionals employee group, by that election, shall be deemed governed by the Working@VCU: “Great Place” HR Policies, programs, and procedures that are or may be adopted by Virginia Commonwealth University. I hereby verify the following:

- I have received and reviewed the comparison of the human resources program that applies to my current classified employment and the human resources program that shall apply to me should I elect to enroll in the University and Academic Professionals employee group.
- I understand that employees in the University and Academic Professionals employee group are state employees and that, should I elect to enroll, I will remain a state employee.
- I understand that my election, as an eligible Classified employee, to enroll in the University and Academic Professionals employee group is irrevocable as of the date I submit my enrollment form, unless the job family, job title, salary range, or Optional Retirement Plan eligibility for my job is changed by VCU Human Resources between my election date and the date my election takes effect. Should any such changes occur, I will be contacted by VCU Human Resources in writing and presented with an opportunity to revoke my election before its effective date. In all other instances, the election to enroll in the University and Academic Professionals employee group is irrevocable as of the date I submit my enrollment form, cannot be canceled after I submit it, and will remain in force as long as I continue employment in eligible jobs at VCU. I will not be able to return to Classified employment at VCU in the future.
- I understand that, as an employee electing to become a member of the University and Academic Professionals employee group, I may have different benefits, job classifications, and programs available to me than the benefits, job classifications, and programs available to classified employees.

By submitting this form, I elect to participate in the University and Academic Professionals employee group; to become covered by the applicable human resources programs, benefits, policies, and procedures; and that my employment shall be governed by the Working@VCU: “Great Place” HR Policies beginning on the effective date of my enrollment election as shown above. I hereby elect to participate in the University and Academic Professionals employee group and to become covered by the applicable human resource programs, benefits, policies, and procedures.

Name: _____ V ID#: _____

Signature: _____ Department: _____

Date: _____