

Policy: 2-8 Rev: 1
Date: June 29, 2004

Rev. 0

Subject: **STAFF EMPLOYEE SEPARATIONS**

I. PURPOSE

To outline the policy with respect to staff employee separations. Separation from University employment occurs when an employee is removed from the payroll because of resignation, unavailability, dismissal, reduction in force, retirement, or death.

II. REFERENCES

[Policy and Procedure No. 2-9](#), Disciplinary Actions and Dismissal of Staff Employees

[Policy and Procedure No. 2-8.1](#), Reduction in Force and Severance Pay

[Policy and Procedure Number 2-42](#), Retirement Programs

III. POLICY

A. Resignation

1. An employee may terminate his/her employment with the University by submitting a written resignation to the appropriate supervisor. The resignation should state the reason(s) for leaving University employment and indicate the last day of work. Employees exempt from the wage and hours provision of the Fair Labor Standards Act (FLSA) who resign should provide at least four (4) weeks advance notice, and non-exempt employees should provide at least two (2) weeks advance notice. Supervisors must acknowledge in writing the receipt and acceptance of resignations, both oral and written.
2. To withdraw a resignation that has been accepted and acknowledged in writing requires approval of the supervisor who accepted and acknowledged the resignation.

B. Voluntary Resignation Without Notice

1. An employee voluntarily resigns his/her employment with the University by failing to come to work for three (3) consecutive scheduled work days without giving appropriate notice to the employee's supervisor. Separation pursuant to this policy must not occur until the supervisor has consulted with Human Resources and undertaken reasonable efforts to contact the employee by phone or certified return receipt mail to the employee's last known address, and advise the employee that s/he is expected to report for work by a specified date or will be considered to have voluntarily resigned his/her employment.
2. An employee who voluntarily resigns pursuant to this policy has right of grievance pursuant to [PPM 2-25](#) and [PPM 2-32](#).

C. Separation Due to Unavailability When Leave is Exhausted

1. An employee may be separated on the basis of unavailability when the employee is unable to return to his/her position after all approved leave has been exhausted and there is no reasonable accommodation available that would allow the employee to return to his/her position. Such a separation is an involuntary separation (but not a disciplinary dismissal as described in [PPM 2-9](#)), and may be grieved pursuant to [PPM 2-25](#).
2. The supervisor is responsible for contacting the employee in person or in writing prior to effecting the separation, to advise the employee of the pending separation, the reason for such action (i.e., the employee is unable to return to work and all available leave time has been exhausted), and the proposed effective date of the separation, and give the employee an opportunity to propose alternative recommendations or methods of accommodations. The employee must submit such proposed accommodations in writing within five (5) working days of such notice.
3. At the conclusion of the five (5) day response period, and after taking into consideration any recommendations or information the employee may have offered, the supervisor may proceed with the separation after consulting with Human Resources. The supervisor shall send the employee a letter of separation stating the specific reasons for the separation and setting forth the employee's right of grievance pursuant to [PPM 2-25](#) and [PPM 2-32](#).

D. Dismissal

Dismissal is involuntary separation for cause and shall be made in accordance with the provisions of [Policy and Procedure No. 2-9](#), Disciplinary Actions and Dismissal of Staff Employees.

E. Reduction in Force

For reasons of lack of work, lack of funds, budget constraints, grant expiration, departmental reorganization, or other business rules resulting in the necessary curtailment of personnel, the University may separate employees in accordance with the provisions of [Policy and Procedure No. 2-8.1](#), Reduction in Force and Severance Pay.

F. Retirement

An employee may retire when s/he is eligible and applies for receipt of benefit payments or annuities under the applicable benefit program in accordance with [Policy and Procedure No. 2-42](#), Retirement Programs.

IV. PROCEDURES

- A. Prior to the end of the last day of work assigned to a separating employee (voluntarily or involuntarily), the employee's immediate supervisor has the responsibility to ensure the employee:
 1. Has returned all University keys in his/her possession to Plant Operations (Key Shop), or

the supervisor for transmittal to Plant Operations (Key Shop), pursuant to [PPM 5-12](#);

2. Has returned his/her University identification card to Human Resources or to the supervisor, pursuant to [PPM 2-29](#);
 3. Has cut in half, and returned his/her University corporate charge card(s) to the Travel Office or Purchasing Department.
 4. Has made suitable arrangements, approved by a responsible officer of the University, for the discharge of any debt or other obligations owed by the employee to the University;
 5. Has accounted for all University property assigned to, or placed under the control or in the custody of the employee;
 6. Understands that s/he is to contact the Benefits Office regarding continuation of medical benefits under COBRA and other benefits information; and
 7. Receives payment for unused vacation leave in his/her last paycheck.
- B. Further, supervisors of separating employees who have been granted access to student records are to immediately notify the Registrar's Office of the employee's separation and rescind the employee's access by marking the MARS/DARS Access Form with the word DELETE and returning the form to the Registrar's Office.

Approved: Board of Trustees 7/13/98
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