

STAFF EMPLOYEE SEPARATIONS

1. GENERAL

Separation from University employment occurs when a staff employee is removed from the payroll because of resignation, unavailability, dismissal, reduction-in-force, retirement, approval for participation in the long-term disability program, or death.

2. POLICY

a. Resignation

(1) A staff 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) are expected to provide at least four (4) weeks advance notice, and non-exempt employees are expected to provide at least two (2) weeks advance notice. Supervisors are to acknowledge in writing the receipt and acceptance of resignations, both verbal 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

A staff employee voluntarily resigns his/her employment with the University by failing to come to work for three (3) consecutive scheduled workdays without giving appropriate notice to his or her supervisor. Separation pursuant to this policy shall not occur until the supervisor has consulted with Human Resources (Employee Relations) and undertaken reasonable efforts to contact the employee to determine if there are any extenuating circumstances as to why he or she has been absent from work without providing appropriate notice.

c. Separation Due to Unavailability When Leave is Exhausted

(1) A staff employee may be separated on the basis of unavailability when he/she is unable to return to his/her position after all approved leave has been exhausted (including short term disability if the employee is eligible) and there is no reasonable accommodation available that would allow the employee to return to his/her position.

(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 including short term disability if the employee is eligible), and the proposed effective date of the separation, and to give the employee

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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 (Employee Relations). The supervisor shall send the employee a letter of separation stating the specific reasons for the separation.

d. Dismissal

Dismissal is involuntary separation and will be made in accordance with the provisions of [**HRPPM, Section XII-1, 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 from employment in accordance with the provisions of [**HRPPM, Section XII-3, Reduction in Force.**](#)

f. Retirement

An employee may retire when he/she is eligible and applies for receipt of benefit payments or annuities in accordance with [**HRPPM, Section VI-2, Defined Contribution Retirement Plan.**](#)

g. Long Term Disability

Employees will be separated from University employment upon approval for participation in the Long Term Disability Program in accordance with [**HRPPM, Section VI-9, Group Long Term Disability Insurance Program.**](#)

3. PROCEDURES

Prior to the end of the last day of work performed by a separating (voluntarily or involuntarily) staff employee, the employee's immediate supervisor has the responsibility to notify the employee of the following requirements to be completed by the employee (if applicable) prior to separation:

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- (1) return all University keys in his/her possession to Facilities Management or the supervisor for transmittal to Facilities Management;
- (2) return his/her University identification card to Human Resources or to the supervisor;
- (3) return his/her University corporate charge card(s) to the Purchasing office;
- (4) make suitable arrangements, approved by a responsible officer of the University, for the discharge of any debt or other obligations owed by the staff employee to the University;
- (5) account for all University property assigned to, or placed under the control or in the custody of the staff employee; and
- (6) contact the Human Resources Department (Employee Relations) to schedule an exit interview at which time information regarding health insurance (COBRA) and other benefits will be described. The Employee Relations Specialist will review completion of the above requirements by the departing employee at the time of the exit interview.

Drafted by the Director of Human Resources, May 24, 2002

Approved by the President, June 28, 2002