



# *Policies and Procedures*

## **3.41 / Separation of Employment**

### **PURPOSE:**

The purpose of this policy is to provide structure, consistency, and accountability for Voluntary and Involuntary separations of employment.

### **POLICY STATEMENT:**

Employment with the University is on an “At-Will” basis. This means that either the Employee or the University may end the employment relationship at any time for any lawful reason, with or without notice or cause.

### **DEFINITIONS:**

**At-Will Employment:** An employment relationship that allows either party (Employee or University) to end employment, with or without cause or notice, at any time for any lawful reason.

**Employee:** An individual who, when hired, provides services on a regular basis in exchange for compensation, receives a W-2, and who does not provide these services as a part of an independent business.

**Administrative Leave:** A leave that, temporarily, removes an employee from the University when deemed to be in the best interest of the University. Examples include, but are not limited to, when an employee is involved, as a complainant, as a respondent, other interested person, during an internal review or investigation of alleged behavior and/or action that may violate University policy, procedures, applicable laws and/or employment expectations. Typically, Administrative Leave will be paid with benefits, however, there may be situations on a case-by-case basis when the leave is unpaid. In those situations, the employee will be informed of the reason for the determination and provided the opportunity to be heard prior to implementation.

**Involuntary Separation:** Separation initiated by Leadership to end the employment relationship with an Employee.

**Leadership:** For purposes of this policy, Leadership includes individuals at the University who have Employees reporting to them, or Department Chairs/Directors.

**Senior Leadership:** For purposes of this policy, Senior Leadership includes individuals at the University who have Employees reporting to them, are in a position at the Director/Department Chair level and above, and are in the chain of command of the Employee separating from the University.

**Voluntary Separation:** Separation initiated by the Employee to end the employment relationship with the University, or when an Employee is absent from work for three (3) consecutive workdays and fails to obtain permission from Leadership.

**PROCEDURE:**

**1. Voluntary Separation**

- a. Employees, not serving in a Leadership role, are required to provide a two (2) week written notice of resignation to the Employee's Leadership. Employees, serving in a Leadership role, may be required to provide a four (4) week written notice of resignation to the Employee's direct Leadership. Those not providing the required written notice are considered a Voluntary Separation – Quit Without Notice.
- b. The written notice should include the specific reason for separation and the last available day to work.
- c. Leadership accepts the notice, ensures the Employee understands employment expectations during the notice period, provides eligibility of rehire status, and processes the Employee separation.
- d. The notice period is expected to be a working notice. Failure to work the entire notice period is considered Voluntary Separation – Quit Without Notice.
- e. Employees may use accrued leave during the notice period with Leadership approval.
- f. Time off may not be used to extend the separation date.
- g. Leadership reviews Attachment A – Voluntary Separation Form with the Employee.
- h. Leadership sends the original written notice of resignation to Human Resources which is retained in the official personnel file.

**2. Involuntary Separation**

- a. Involuntary Separation may occur at any time and may result from a first time action or violation, or as a result of ongoing coaching or corrective action.
- b. If the situation warrants review or investigation, the Employee may be placed on Administrative Leave.

- c. Leadership makes the determination to end the employment relationship in consultation with Human Resources and other parties as needed. Human Resources reviews all documentation and records pertaining to the situation.
- d. All Involuntary Separations are reviewed and approved by respective Senior Leadership.
- e. Leadership is responsible for preparing and/or reviewing Attachment B – Involuntary Separation Form with Human Resources prior to meeting with the Employee.
- f. Leadership schedules time to meet with the Employee to present and review the Involuntary Separation Form.
- g. Leadership makes arrangements with the Employee to retrieve any personal property at a time that is least disruptive to the department.

**3. Responsibilities:**

**a. Leadership:**

- i. Is knowledgeable of the policy and procedures.
- ii. Complete and discuss appropriate documentation with the Employee.
- iii. Collect and return the Employee's University property appropriately. This includes, but is not limited to, the Employee's University ID, keys, and technology.
- iv. Ensure timekeeping rules are applied accurately.
- v. Complete the appropriate paperwork for Separation of Employment and submit to Human Resources.
- vi. Send file and original documents to Human Resources within five (5) University business days.
- vii. Maintain confidentiality regarding separation.
- viii. Participates in the unemployment claim process

**b. Employee:**

- i. Is knowledgeable of the policy and procedures.
- ii. Complete and discuss appropriate documentation with Leadership.
- iii. Coordinate with Leadership to collect personal property and return University property.
- iv. Report time worked accurately using the University timekeeping system.

4.

**ATTACHMENTS**

Attachment A – Voluntary Separation Form

Attachment B – Involuntary Separation Form