



Policies and Procedures

3.XX Separation of Employment

PURPOSE:

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

SCOPE:

This policy applies to all Wichita State University (“University”) employees.

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. This includes temporary and part-time employees.

Investigative Leave: A mandated leave that removes an employee from the University pending the outcome of an internal investigation of alleged behaviors and/or actions that may violate University policy, rules and/or employment expectations.

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

Management: For purposes of this policy, Management are individuals who have employees reporting directly to them.

Senior Management: For purposes of this policy, Senior Management are individuals at a Director level or above, in the chain of command of the employee separating from the University.

Voluntary Separation: Employee makes a decision to end the employment relationship with the University, or when an Employee is absent from work for three (3) consecutive workdays and fails to contact Management.

PROCEDURE:

1. Voluntary Separation

- a. Employees, not serving in a Management role, are required to provide a two (2) week written notice of resignation. Employees, serving in a Management role, are required to provide a four (4) week written notice of resignation. Those not providing a two (2) or four (4) week written notice, respectively, are considered a Voluntary Separation – Quit Without Notice.
- b. The written notice includes the specific reason for separation and the last available day to work.
- c. Management 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 Management approval.
- f. Time off may not be used to extend the separation date.
- g. Management reviews the Separation documentation with the Employee. (Attachment A – Voluntary Separation Form)
- h. Management 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 investigation, the Employee may be placed on Investigative Leave.
- c. Management makes the determination to end the employment relationship in consultation with Human Resources. Human Resources reviews all documentation and records pertaining to the situation.
- d. All Involuntary Separations are reviewed and approved by respective Senior Management.

- e. Management is responsible for preparing and/or reviewing the Separation documentation with Human Resources prior to meeting with the Employee. (Attachment B – Involuntary Separation Form)
- f. Management schedules time to meet with the Employee to present and review the Separation document.
- g. Management makes arrangements with the Employee to retrieve any personal property at a time that is least disruptive to the department.

3. Exit Process and Responsibilities:

- a. Employee:
 - i. Complete and discuss Separation Form with management
 - ii. Coordinate with Management to collect personal property and return University property
 - iii. Report time worked accurately using the University timekeeping system
 - iv. Is knowledgeable of the policy and procedures
- b. Management:
 - i. Complete and discuss Separation Form with the employee
 - ii. Collect and return the employee's University property appropriately. This includes, but is not limited to, the Employee's University ID, keys, and technology
 - iii. Ensure timekeeping rules are applied accurately
 - iv. Complete the appropriate paperwork for Separations and submit to Human Resources. This also provides notification to ITS to disable network and/or system access as it relates to employment.
 - v. Send file and original documents to Human Resources within five days
 - vi. Maintain confidentiality regarding separation
 - vii. Is knowledgeable of the policy and procedures
 - viii. Is responsive to unemployment claims

ATTACHMENTS

Attachment A: Voluntary Separation Form

Attachment B: Involuntary Separation Form