

STAFF SEPARATIONS

SUMMARY

Separation from University employment occurs when a staff member 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.

POLICY

Resignation

Staff members may terminate employment with the University at any time. The staff member should provide the reason(s) for leaving University employment and indicate the last day of work. Staff members exempt from the wage and hours provision of the Fair Labor Standards Act (FLSA) are expected to provide at least four (4) weeks advance working notice, and non-exempt staff members are expected to provide at least two (2) weeks advance working notice. Supervisors are to acknowledge in writing the receipt and acceptance of resignations, both verbal and written.

Voluntary Resignation Without Notice

Staff members voluntarily resigns their employment with the University by failing to come to work for three (3) consecutive scheduled workdays without giving appropriate notice to their supervisor.

Separation Due to Unavailability When Leave is Exhausted

Staff members may be separated on the basis of unavailability when they are unable to return to their 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 staff member to return to their position.

Dismissal

Dismissal is involuntary separation and will be made in accordance with the provisions of the “Corrective Actions and Dismissal of Staff” policy.

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 the “Reductions in Force” policy.

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Retirement

Staff members may retire when they are eligible and apply for receipt of benefit payments or annuities in accordance with the Defined Contribution Retirement Plan.

Long Term Disability

Staff members will be separated from University employment upon approval for participation in the Long Term Disability Program in accordance with the provisions of the plan.

PROCEDURES

Prior to the end of the last day of work performed by a separating (voluntarily or involuntarily) staff member, the employee's immediate supervisor has the responsibility to notify Human Resources and to coordinate any action steps required as part of a separation process.