

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 resign from the University at any time. The staff member should provide the reason(s) for leaving University employment and indicate the last day of work. Exempt staff members 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.

Per Dean/Department Head approval, PTO may be requested during the notice period as long as the required four or two week notice period is worked. This may not be used as a means of PTO payout.

Resignation Without Notice

Staff members who fail to come to work for three (3) consecutive scheduled workdays without giving appropriate notice to their supervisor are considered to have abandoned their position.

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 62 years of age, with ten or more years of creditable service, or when at least 65 years of age with five or more years of creditable years of service.

Long Term Disability

Staff members may 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.