

Termination of Employment

VOLUNTARY TERMINATION

To resign in good standing, staff members must give a minimum of two weeks notice of resignation to their supervisors. The supervisor can waive the notice period.

To resign in good standing, administrators must give a minimum of one month's notice of resignation or longer if stipulated in their contract. The supervisor can waive the notice period.

Employees who give insufficient notice are not eligible for re-employment. A notice of resignation must be confirmed in writing, either by the employee or the supervisor, and a copy immediately forwarded to the Human Resources Department. It should include the last day of work, the effective date of the resignation and the reason for the resignation.

RETIREMENT

The University requests advanced notification of an employee's intention to retire, within the guidelines established in the above section on voluntary terminations. This will allow the University to make arrangements for the transition of the employee's duties and responsibilities and to prepare any retirement related paperwork.

DISCHARGE

The University may terminate an employee with or without cause in accordance with the University's policy on at-will employment.

REDUCTION IN FORCE

In the event that circumstances make it necessary to temporarily reduce the number of employees, an employee's past work performance, length of service and qualifications to perform the required duties shall be taken into consideration. Employees will be recalled in the reverse order of the layoff provided that the individual is capable of performing all of the duties of the job to which he or she is being recalled.

TERMINATION DATE

Termination date is the last day of actual work and does not include days of vacation, sick days or personal business, etc. Each staff member is expected to work until the effective date of the termination, unless an exception has been approved by a representative of the Human Resources Department or the Human Resources Director.

EXIT PROCEDURE

Supervisors are responsible for promptly notifying the Human Resources Department of intended voluntary terminations or discharges. They are also responsible for immediately forwarding any correspondences relevant to terminations to the Human Resources department. Prior to releasing the employee's final pay, the supervisor is responsible for completing a termination checklist to ensure that all University property is returned (keys, identification, parking permits, tools, equipment, etc.) and that email and web access have been appropriately modified or restricted. The University's Human Resources department

will make the final determination about any benefits or payment in lieu of notice due the employee.

Upon notice of an employee's termination, a Human Resources representative will schedule an exit interview. The employee may also be asked to complete an "Employee Exit Statement" to minimize any misunderstandings and so that action can be taken to correct any problems. Any information gathered during the course of an exit interview is confidential and will in no manner be held against an employee, affect his or her eligibility for rehire, or be used to deny his or her receipt of a reference from the University.