

## 8.0 EMPLOYEE TERMINATION

Employee termination may be voluntary or involuntary; as defined below. Responsible managers are to process terminations in a manner that does not violate University policy or the rights of the terminated employee. Each type of termination and the required steps are as follows:

### 8.1 Voluntary Termination

This type of termination or resignation occurs when an employee makes the decision to leave the organization. Voluntary termination or resignation requires adequate notice from an employee, usually a minimum of 15 days.

If an employee fails to give adequate notice, he or she will forfeit payment of accrued, unused vacation days and will not be eligible for rehire, unless the rehire eligibility is approved by the HR Director. A voluntary termination also requires a written notice from the employee, to the manager which is submitted to the HR Director.

### 8.2 Involuntary Termination

This type of termination occurs when the University decides to fire an employee due to the employee's own fault. Involuntary Termination generally includes adequate warning, and the University reserves the right to bypass any notice if necessary; especially in the case of gross misconduct. All termination considerations **should be discussed** with Human Resources or General Counsel to discuss the reason for termination and/or to provide corrective actions if deemed necessary.

### 8.3 Layoff

Lay-off is a type of involuntary termination that results from a lack of work, lack of funds, reorganization, elimination of positions, reduction in force, or grant expiration.

### 8.4 Administrative Requirements for Termination

In both voluntary and involuntary terminations, the employee's manager will need to do the following:

- Complete a Personnel Action Form, attach resignation or termination letter
- Complete a work record sheet

Each form must be forwarded to the Department of Human Resources for review **prior** to issuance of the notice of termination.

## **8.5 Pay and Benefits**

- An employee's final paycheck must be handed over at the time of termination, shortly after, or on the next scheduled payday depending on state labor laws. This check should include payment for any outstanding vacation time in accordance with company policy.
- The terminated employee may also be entitled to continuation of medical insurance and other benefits under COBRA and/or HIPPA. If a worker has contributed to a 403(b) or other retirement plan, he may be required to make a decision regarding disbursement of these funds within 60 days. Notifications regarding the disposition of benefits will be mailed to the employee's last known address as soon as possible by Benefit Tax Link.