

## **Non Faculty Employee Termination Process/Procedures**

### **I. PURPOSE:**

The purpose of this document is to establish procedures for processing the termination of all employees in accordance with System Policy 32.02 Discipline and Dismissal of Employees. Defined procedures ensure the timely processing of termination benefits, return of university property, notification to appropriate departments, and proper documentation in the terminating employee's personnel file.

### **II. DEFINITIONS**

- A. Benefits-eligible employees: An individual who is employed for four and one-half (4 ½) months or more at 50 percent FTE (20 hours/week) or more, except for student employees where student status is a condition of employment.
- B. Exempt student assistants: A student employee in a position that is not subject to overtime provisions of the Fair Labor Standards Act and where student status is a condition of employment, i.e. Teaching Assistant or Research Assistant.
- C. Termination: The voluntary or involuntary separation of an employee with the university.

### **III. EMPLOYEE RESPONSIBILITIES**

The university encourages employees to submit a written notice of voluntary resignation or retirement to their immediate supervisor at least two weeks prior to the effective date of termination.

It is the employee's responsibility to take the actions listed below on or before their last day of work:

- Return all tools, uniforms, equipment, university credit cards, manuals, university identification cards, and other university property in his/her possession to his/her supervisor.
- Return all keys to offices and /or buildings to his /her supervisor.
- Return all library materials to the appropriate library and/or pay any outstanding library fines. The library staff will stamp the Termination Check List in the appropriate area, indicating that the employee's record is clear.
- Settle all financial matters and/or indebtedness to the university.
- Pay any outstanding parking tickets and return parking access cards.
- Contact the Benefits Section of Human Resources to convert or terminate benefits coverage and retirement account.

#### **IV. SUPERVISOR RESPONSIBILITY**

It is the supervisor's responsibility to ensure that the following requirements are completed timely whether the employee's termination is voluntary or involuntary.

- Notify the college/division administrator of the employee's termination and forward the original resignation letter, if applicable.
- Ensure the employee has taken all necessary actions listed in section III, listed above, and notify the college/division administrator of status.
- Notify the Technology Services Department of the employee's termination date to cancel all user accounts, access codes, and passwords. For employees terminated involuntarily, the Technology Services Department should be notified immediately of the termination and all access terminated.
- Return all keys to offices and/or buildings to the college/division or departmental administrator.

#### **V. COLLEGE/DIVISION OR DEPARTMENTAL ADMINISTRATOR RESPONSIBILITY**

It is the responsibility of the college/division or departmental administrator to take the actions listed below:

- Report to the University Police Department a terminating employee's failure to return or removal of university property. Failure to return university property may be construed as theft and appropriate legal action may be taken if the property is not returned on demand.
- Return all credit card and university identification cards to appropriate department.
- Retain all keys returned, keys can be reassigned to a different employee or if key is no longer needed it should be returned to Key Control Department and removed from key inventory.
- Any outstanding indebtedness should be reported to the University Comptroller for collection or for possible legal action.
- Immediately submit an employee payroll action (EPA) for the employee's termination to Human Resources to remove the employee from payroll; terminate applicable benefits coverage; and reflect any vacation leave, accrued but not taken (and eligible sick leave in the event of the employee's death), that is to be paid upon termination.
- Submit Termination Check List; resignation letter, if applicable; and any other related documentation to Human Resources for inclusion in the employee's personnel file.
- If appropriate departments are not notified, financial liability will be borne by the employing department.

- Complete the Termination Check List found on the Human Resources website under Employment

## **VI. PAYROLL\ HUMAN RESOURCES RESPONSIBILITY**

The payroll and HR department shall coordinate efforts to terminate the employee to ensure the individual receives the correct termination benefits and salary:

- Payroll shall verify proper payment of any vacation due based upon the EPA and verify final times reported
- The Coordinator of Employee Benefits shall be notified and work with the terminating employee
- All non-exempt employee's time will be verified with the TimeTraq coordinator
- A notice will be delivered to Technology Services to ensure termination of IT services and access
- The necessary separation pay will be delivered to the employee by the next scheduled pay period or within 10 days of termination if the employee requests (only applies if involuntary termination)

## **VII. Involuntary Termination**

A representative of the HR Office shall be notified of prior to taking any actions and shall coordinate with the Office of General Counsel in advance of any involuntary terminations.

- In accordance with System Policy 32.02.02 Discipline and Dismissal of Non Faculty employees, an employee may be disciplined, suspended, or terminated under certain circumstances.
- An employee may be dismissed after all approvals stated in 3.1 of the regulation above are granted.
- The human resources office should be consulted before taking disciplinary actions and the Office of General Counsel (OGC) must review and approve in advance any actions.
- The supervisor shall be responsible for ensuring that the checkout procedures are completed and all notifications are immediately completed with IT being a priority.

## **VII. REVIEW AND RESPONSIBILITY**

Responsible Party: Assistant VPBA and Director of Employment Services