

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: I:02:11

DATE: May 1, 1987

REVISION/REVIEW DATES: Mar 1993, May 1997, Sept 2008, Aug 2011, Apr 2016, Aug 2018

SUBJECT: Employee Separation from Service

APPROVED: John M. Beehler, President

PURPOSE FOR POLICY

This policy is intended to provide a uniform and orderly application of actions which should be initiated when recognizing and processing any separation of employment with Jacksonville State University. The University has established separation procedures in order to ensure a proper accounting for University property, payment of debts that may be owed to the University, and continuity of operations. This policy ensures that employees are provided with an understanding of the disposition of benefits upon separation from the University.

POLICY STATEMENT

Non-faculty employees of Jacksonville State University (JSU) are employed with an "at will" status; therefore, either party for any reason, with or without cause, may terminate the employment relationship at any time. Only the President of the University (or the Board of Trustees) has authority to enter into any Agreement for employment specifying any period of time or to make any agreement contrary to the foregoing.

Separations of employment may be either voluntary or involuntary. Voluntary separations include resignation, retirement, or completion of the term of a contract or temporary appointment. Involuntary separations include dismissal with or without cause, job abandonment, or layoff. A resignation may not be rescinded by the employee without concurrence by the University.

Whether separating employment with a department or with JSU, a Separation Clearance/Transfer Form must be completed for each employee. Employees who are separating from a department and transferring to another department must complete the Separation Clearance/Transfer Form to reflect the return of all appropriate items that belong to the department from which the employee is departing. An employee transferring from a non-exempt to exempt position who has accrued compensatory leave time will be paid by the departing department in which the employee earned the leave.

Employees separating from the University must complete the Separation Clearance/Transfer Form to reflect and return all University property issued to them during their tenure and to settle all outstanding accounts. JSU reserves the right to withhold any monies owed to the University from a separating employee's final check and/or utilize funds from accrued annual leave hours to offset any funds owed by the employee to compensate for unreturned property or unsettled accounts.

All separating employees are encouraged to complete an Exit Review Questionnaire, which is designed to elicit voluntary information about a departing employee's experience at JSU and the reason(s) for their leaving.

In an effort to maintain dignity, employees who are involuntarily separated from the University are not required to participate in an Exit Interview; however, the impacted department must complete the Separation Clearance/Transfer Form.

Faculty must refer to the Faculty Handbook for Faculty separation procedures ([Faculty Separations 2.7](#)).

TYPES OF SEPARATION FROM EMPLOYMENT

1. VOLUNTARY SEPARATIONS:

1.1 Resignation:

An employee may voluntarily resign from a position within the University or from employment with the University. Whether resigning from a position or from the University, employees are expected to submit a written resignation providing a minimum of two (2) weeks' notice to his or her supervisor. It is the expectation that the supervisor formally acknowledges and accepts the resignation in writing. Due to the complexity/operational commitments of exempt positions, employees in this class are expected to provide at least one (1) month notice. If an employee provides the proper notice as specified above, he/she will be entitled to all benefits accrued, provided the 180 day probationary period has been completed.

Employee Responsibility:

- Provide supervisor with written notice of intent to resign from employment. Notice must specify the last day the employee intends to work.

Supervisor Responsibility:

- Accept employee resignation in writing and forward the resignation and acceptance to the Department of Human Resources and to all appropriate Department Administrators. If an employee gives a verbal resignation, supervisor should respond in writing accepting the resignation; copies of correspondence should be sent to other Departmental Administrators in the chain of command and to the Department of Human Resources.
- Contact the Department of Human Resources to initiate the exit process.
- Complete Separation Clearance/Transfer Form.

1.2 Retirement:

If an employee is retiring, the employee is advised to provide written notice at least 90 days before his/her anticipated retirement date to ensure there is no delay in applying for and receiving retirement compensation. Our retirement providers require that the application for retirement be completed no more than 90, but no less than 30 days prior to retirement date.

Employee Responsibility:

- Contact the Department of Human Resources to inform Benefits Administrator of intent to retire.
- Provide supervisor with at least 90 days written notice of intent to retire.

Supervisor Responsibility:

- Acknowledge employee's intent to retire notice in writing and forward the retirement notice and acceptance to the Department of Human Resources. If an employee gives a verbal notification, supervisor should respond in writing acknowledging this intent to retire; copies of correspondence should be sent to other Departmental Administrators in the chain of command and to the Department of Human Resources.
- Contact the Department of Human Resources to initiate exit process.
- Complete Separation Clearance/Transfer Form.

At the time of retirement, an employee may receive payment for the unused annual leave up to the maximum allowed based on years of service. Benefits and additional leave will not accrue during the period of annual leave payoff. Employees may request annual leave prior to a retirement date, however, approval is at the supervisor's discretion.

1.3 Completion of Term Appointment (Temporary Employees):

Temporary employees are employed at the University under a term appointment agreement. Employees hired for a term appointment will be separated from the University as of the specified date unless the supervisor notifies the Department of Human Resources that the appointment will be extended.

Supervisor Responsibility:

- Contact the Department of Human Resources to initiate exit process.
- Complete Separation Clearance/Transfer Form.

1.4 Expiration of Contract:

Certain administrators, designated by the President or Board of Trustees, are hired on periodic employment contracts. Upon appropriate notification by the supervisor that a contract will not be extended, employees hired under contract will be separated from the University at the end of the contract period.

Supervisor Responsibility:

- Contact the Department of Human Resources to initiate exit process.
- Complete Separation Clearance/Transfer Form.

2 INVOLUNTARY SEPARATIONS:**2.1 Separation during Probation:**

Any full-time or part-time employee may be separated from employment during the six (6) month probationary period.

Supervisor Responsibility:

- Notify the Department of Human Resources of intent to separate the employee.
- Complete Probationary Evaluation Form.
- Contact the Department of Human Resources to initiate Exit Process.
- Complete Separation Clearance/Transfer Form.

2.2 Discharge/Termination

An employee may be discharged for unsatisfactory performance, misconduct, or for other reasons deemed to constitute proper cause by the University. An employee who is being discharged/terminated for cause, must be given notice of the grounds constituting proper cause and an opportunity to respond verbally and/or in writing before an employee is separated. Employees discharged for cause are noted as ineligible for rehire and are advised in writing at the time of discharge.

Supervisor Responsibility: (refer to [Employee Discipline Policy](#))

2.3 Job Abandonment:

The University considers job abandonment when an employee does not report to work for three (3) consecutive days without the supervisor's permission, or does not notify the University of an absence for more than three days, except when an emergency precludes giving notice. Work days are considered consecutive even when broken by normal non-working days such as holidays or weekends. Additionally, job abandonment is considered when an employee fails to return to work within the prescribed time limits, following an authorized leave of absence.

Supervisor Responsibility:

- Notify the Department of Human Resources immediately when an employee does not report to work and does not notify the supervisor of an absence.
- Contact the Department of Human Resources to initiate exit process.
- Complete Separation Clearance/Transfer Form.

2.4 Layoff

The University reserves the right to reduce the labor force as necessary due to shortage of work, lack of funds, restructuring, or other material change in duties of the University. When a reduction in force is necessary, employees will be given as much notice as is possible.

Please use this Link ([Employee Separation Procedures](#)) to access procedures for each specific type of separation from employment.

GENERAL SEPARATION PROCEDURES

Employee Responsibilities

- Settle all outstanding debts to the University (*JSU reserves the right to utilize accrued annual leave hours to offset any funds due the employees to compensate for unreturned property or unsettled accounts*).
- Return all University property acquired during tenure including but not limited to: ID card, credit card, name badge, uniforms, and keys).
- Complete an Exit Interview Questionnaire prior to last day of employment.
 - Employees may select to voluntarily complete the online Exit Questionnaire before leaving the University.
- Return all items checked out from JSU Library
- Participate in an Exit Interview with a representative of Human Resources
- Sign the Separation Clearance/Transfer Form prepared by supervisor to verify that all University property has been returned
- Update contact information, including mailing address, in the on-line Employee Self Service portal. Any further correspondence, including the W2, after the employees' separation of employment will be mailed to the address on file.

Supervisor Responsibility

The following procedure is to be used for all voluntary and involuntary separations.

- Collect all University property including, but not limited to: ID card, credit card, name badge, uniforms, keys, and equipment, i.e. laptop.
 - Supervisor must return all keys to the respective Building Manager.
- Prepare and submit an Employee Separation Clearance/Transfer Form to the Department of Human Resources on or before the last day of employment. (The effective date of separation is the last day when the employee will be in paid status.).
 - The Employee Separation Clearance/Transfer Form indicates that all University property has been returned by the employee; the supervisor must obtain employee's signature when all property is returned.

Human Resources Responsibility

- Upon receiving notification of an employee's intent to separate from the University, the Department of Human Resources will send communication to the employee with instructions to complete Exit Review Questionnaire.
- Schedule Exit Interview with employee and a Human Resources representative
- Schedule Benefits Administration review. This review will:
 - Provide information about employee's rights to health insurance coverage under the federal COBRA program.
 - Provide information about Retirement and other Benefits related coverage.

RESPONSIBILITY:

This policy is the responsibility the Department of Human Resources.

EVALUATION:

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This policy will be evaluated every five (5) years by the Chief Human Resources and Diversity Officer.