



POLICY MANUAL

EMPLOYMENT

Number 399

Subject: Termination of Professional and Classified Staff

Covered Employees: Classified and Professional Employees

Date of Origin: January 24, 1997

Effective Date of Last Revision: July 1, 1999

399.1 POLICY

The University strives to provide continuous employment through effective planning and proper selection of employees. Terminations are handled in a manner to achieve the least adverse effect on the employee and the University.

This policy does not apply to individuals identified as "at-will" employees (see policy 390).

399.2 PROCEDURES

2.1 Voluntary Termination

Voluntary termination occurs when an employee resigns, retires, or fails to return to work after an approved leave of absence.

(1) Employees are expected to give the University advance written notice when ending their employment. Written notice must be received to end employment in good standing.

(a) Classified employees who intend to end their employment are expected to give the University at least two weeks advance written notice of their resignation.

(b) Professional employees who intend to end their employment are expected to give the University at least four weeks advance written notice of their resignation.

(c) Retiring employees, whether professional or classified, are expected to give two months advance written notice of their expected retirement date.

(2) The primary department (as defined in policy 301) should complete the termination section of the Employment Action Form for budgeted employees and submit it to the Office of Human Resources at least two weeks before the employee's termination date (if possible).

The primary department can require the employee to take earned, unused annual leave before termination. For questions concerning sick and annual leave at termination, refer to policies 345 and 363.

(3) Absence from work for more than three consecutive working days without notifying one's supervisor will also constitute voluntary termination.

2.2 Dismissal

Dismissal is determined at the discretion of the University and not by the employee. It may result from an employee's negligence, poor job performance, insubordination, excessive absence, misuse or theft of University property/funds, disorderly conduct, incorrect or misleading statements, unsuccessful completion of introductory period of employment, end of temporary employment, *or other reasons deemed valid by University administration*. Dismissal can also result from reduction-in-force due to budget cuts, operational reorganization, expiration of outside funding, or dissolution of programs.

The Office of Human Resources is available to counsel dismissed employees concerning the dismissal and available resources.

(1) All dismissals require prior consultation with the department head/director and the Office of Human Resources concerning compliance with equal employment laws and regulations, and University policies and procedures.

(2) Whenever possible, employees should be counseled and given an opportunity to improve their performance before dismissal is warranted. Refer to policy 311.

(3) A written document stating the reason for the employee's dismissal will be delivered personally to the employee at his/her usual work station. This document will contain a statement summarizing the problems encountered, attempts to correct them, and the cause assigned for dismissal. A copy will be forwarded to the employee's personnel file. If the employee is not available, the notice of dismissal will be sent by certified mail to the employee at his/her last known address. If notice is mailed, it is deemed effective for all purposes when placed in an official Post Office depository.

(4) The primary department should complete the termination section of the Employment Action Form for benefit-eligible employees and submit it to the Office of Human Resources at least two weeks before the employee's termination date (if possible).

(5) Notification of dismissal will be as follows:

(a) Employees dismissed for severe cause and employees dismissed before the end of the introductory period are not entitled to advance notice of dismissal.

(b) Employees dismissed after the introductory period are entitled to receive two weeks notice or two weeks severance pay in lieu of notice.

(c) Employees dismissed as the result of a reduction-in-force will be governed by the provisions of the Reduction-in-Force policy (398).

2.3 Exit Interview

(1) Utah State University intends that exit interviews be conducted for all employees who terminate their employment. It is the responsibility of the Office of Human Resources to meet with or have a telephone interview with each employee whose employment is ending. If the employee is not available for an interview, forms are sent to his/her home address along with a letter asking the employee to call for an exit interview, or to complete the exit interview forms and return them to the Office of Human Resources by mail.

(2) All employees who voluntarily terminate should meet with the Office of Human Resources for an exit interview and must return all equipment or supplies (i.e., keys, books, staff card, etc.) to the appropriate department.

399.3 RESPONSIBILITY

3.1 Office of Human Resources

Responsible for ensuring that termination of any Utah State University employee complies with this policy and with applicable affirmative action/equal employment policies.

3.2 Primary Department

Responsible to work closely with the Office of Human Resources to ensure adherence to this policy. The primary department will provide documentation regarding an employee's termination and the return of University property (i.e., keys, books, staff card, etc.). The primary department will recommend to the Office of Human Resources how to process a terminating employee's earned, unused annual leave.

3.3 Employees

Responsible for providing the required written notice when they resign or retire, and for attending an exit interview with the Office of Human Resources. The employee will ensure that any University property is returned to the appropriate department, including, but not limited to, equipment, keys, books, and staff card.