Policies for Professional Staff and Support and Service Staff not Covered by a Union

Separation from the University
PA/SS 7.2

Revised October 14, 2008

Employees covered by this policy
This policy applies to Professional Staff and Support and Service Staff not covered by a union.

A. Guidelines for voluntary separation

1. Employees are expected to give advance notice of at least two weeks when leaving the university.

2. During the notice period, Support and Service Staff may be required to take accrued vacation; Professional Staff may be required to take accrued PTO.

3. See the Separation Pay policy for a description of terminal pay benefits for an employee who separates from university employment.

B. Guidelines for involuntary separation

1. Prior to deciding whether or not to separate an employee, the administrative authority considering the action will apply the steps contained in the Corrective Action policy.

2. Departments must clear the final written notice of all involuntary separations with the campus human resources department before distributing the notice to the employee.

3. When the university separates an employee from employment for just cause, a notice period is not required. An employee separated under the Reduction in Force policy is to receive a notice period as stipulated in that policy.

4. If a notice period is given, Support and Service Staff may be required to take accrued vacation and Professional Staff may be required to take accrued PTO during the specified notice period. This provision also applies to a separation under the Reduction in Force policy.

5. See the Separation Pay policy for a description of terminal pay benefits for an employee who separates from university employment.

C. Continuation of health care coverage
Under certain circumstances, staff who separate may continue health care coverage and should contact the campus human resources office for details.

PROCEDURE

D. How to process separations

1. When the separation date is determined, a department head must initiate the appropriate HRMS document. The action reason must be indicated on the E-Doc with an explanation of the reason for the separation added to the "Notes" section of the E-Doc.
   a. For assistance in determining the action reason, see the document, Termination/Separation Reasons.

2. The effective date of separation is the day after the last day on the job except in the following circumstances. In such cases, if the employee is separated, the day after the end of these events is the effective date of separation.
   a. On an unpaid leave of absence for any reason
   b. On a Family and Medical Leave of Absence with or without pay
   c. On an absence caused by an injury on the job
   d. Using income protection time
   e. Removed from work with or without pay, pending a decision to separate for just cause
   f. Required to use vacation time or PTO during the notice period

3. If an employee dies, the effective date of separation is the day after the death, whether the employee was working, using paid-time-off benefits, on leave, or absent without pay on the day of death.

4. Payroll determines the terminal payment for accrued time off for which an employee is eligible. All terminal payout for accruals should be processed with the last regular payroll cycle. (See the exception below.)
   a. Upon request, staff who have been involuntarily separated or separated because of a RIF may receive unpaid wages within three workdays of the request to a supervisor. Departments should contact the campus payroll office to arrange payment.

5. Departments are to obtain a permanent forwarding address.

6. Departments are to instruct the employee to contact the campus human resources department concerning the status of benefit programs.

7. The supervisor should ensure that (1) the employee returns all university property (keys, uniforms, tools, information, etc.) and (2) the employee’s e-mail account, long distance authorization, university credit cards, and other similar items are cancelled as appropriate.

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