Policies for Temporary Employees

Voluntary and Involuntary Separations
Temporary 8.1
Revised October 14, 2008

This policy applies to all Temporary employees.

A. Voluntary separation

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

B. Involuntary separation (termination)

1. No notice period is required when the university separates a Temporary employee from employment. Departments are encouraged to give an advance notice of at least two weeks when circumstances permit. If the separation is performance related, the administrative authority considering the action is encouraged to follow the guidelines contained in the Corrective Action policy.

2. Terminations of a Temporary employee for any of the following situations should be reviewed with the campus Human Resources office before the termination:
   a. Policy Against Threatening or Violent Behavior in the Workplace
   b. Policy Against Sexual Harassment
   c. Falsification
   d. Misuse of university property, including the property of students, employees or visitors
   e. Misconduct or gross misconduct

3. A Temporary employee who has been returned to work under the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) may not be terminated except for cause for 180 days after his or her date of reemployment if the most recent period of uniformed service was less than 181 days or for one year after the date of reemployment if the most recent period of uniformed services was more than 180 days.

C. Processing separations

1. If a Temporary employee has not worked for a department for six months, that department is to terminate the employee from its temporary jobs.

2. If it is known or expected that a Temporary employee who has stopped working for a department will not return to work in that department within six months, the department is to terminate the Temporary employee immediately from its temporary jobs.
3. The department head shall initiate a separation notice using the appropriate electronic document when the date of separation is determined.

4. The day after the last day worked shall be reported as the effective date of the separation.

5. A permanent forwarding address should be obtained.

6. Final payment will be made on the next regular payday for the employee following the separation date.

7. The supervisor should ascertain that all university property, e.g., keys, uniforms, tools, records, books, etc., in the custody of the employee to be separated, are properly accounted for.