A. Scope

This policy applies to all Service Staff employees at Bloomington, IUPUI, and South Bend.

B. Policy Statement

1. Voluntary separation
   a. Employees are expected to give an advance notice of at least two weeks when leaving the University.
   b. An employee may be required to take accrued vacation during the notice period.
   c. See the Separation Pay policy for a description of separation pay benefits for an employee who voluntarily separates from University employment.

2. Involuntary separation
   a. When the University separates an employee from employment for just cause, a notice period is not required. The employee may be given up to a two week notice or suspended without pay subject to discharge at the end of five workdays of suspension.
   b. Prior to making the separation decision, the administrative authority considering the action shall apply the process described in the Corrective Action policy.
   c. Employees who are separated from employment for just cause are entitled to receive the reasons in writing. Written notices of separation must be cleared with the campus Human Resource office.
before distributing the notice to the employee or processing the E-Doc.

d. See the Separation Pay policy for a description of separation pay benefits for an employee who is involuntarily separated from University employment.

e. An employee may be required to take accrued vacation during the notice period.

3. Involuntary Separation for Non-Disciplinary Reasons

a. When an employee is involuntarily separated from employment for reason or reasons other than those covered above, the separation will be considered "non-disciplinary" in nature. Such reasons may include, but are not limited to:

   i. can no longer meet the qualifications for performing essential functions of position and not an ADA covered situation;

   ii. no reasonable accommodation has been found for an ADA covered situation;

   iii. loss of a position under the Reduction In Force policy.

b. Final written notices of separation must be cleared with the campus Human Resources office before distribution to the employee.

c. See the Separation Pay policy for a description of separation pay benefits for an employee who is involuntarily separated from University employment.

d. An employee may be required to take accrued vacation during the notice period.

C. Procedures

1. Processing separations

   a. A separation notice, within HRMS shall be initiated by the department when the date of separation is determined. 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.

   i. For assistance in determining the action reason, see the document, Termination/Separation Reasons.

b. The effective date of a separation is the day after the last day on the job except in the following circumstances. In the following cases, the effective date of separation is the day after that the end of the event:

   i. an unpaid leave of absence for any reason

   ii. a Family and Medical Leave of Absence with or without pay

   iii. an absence caused by an injury on the job

   iv. use of income protection time

   v. removal from work with or without pay, pending a decision to separate for just cause and
subsequently separated

vi. required to use vacation time during the notice period

c. 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.

d. Eligible separation payment should be indicated by showing total time entitled for payment under the eligible separation pay provisions of the Separation Pay policy.

e. A permanent forwarding address should be obtained.

f. All terminal payout for accruals should be processed with the last regular payroll cycle, except that
   i. Employees who have been involuntarily separated or separated due to Reduction in Force, shall have unpaid wages become due within three workdays upon request of the employee. A special voucher must be sent to FMS-Payroll Office within one workday of the employee's request and Payroll must make payment to the employee within two workdays of receipt of the voucher.

g. The employee should be instructed to contact the campus Human Resource office concerning the status of benefit and retirement programs.

h. 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.

2. Conditions for continuation of health care coverage
   a. Refer to the Medical and Dental Coverages policy for information concerning continuation of medical and dental care plans.

D. Sanctions

Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy

hr.iu.edu/policies/sm-all/separation/separations.html

F. Related Information

Separation Pay Policy
Corrective Action Policy
Reduction in Force Policy
Medical and Dental Coverage Policy
Termination/Separation Reasons

G. History
In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.