Voluntary and Involuntary Separations
CWA 13.1

Effective date
Revised July 12, 2013

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

A. Voluntary separation

1. Employees are expected to give an advance notice of at least two weeks when separating from university employment, including retirement.
   a. An employee may be required to take accrued vacation time during the notice period.

2. See the Separation Pay policy, for a description of pay benefits an employee receives.

B. Involuntary separation (termination)

1. Prior to making a decision about terminating an employee for just cause, the administrative authority considering the action will apply the steps contained in the Procedure section of the Corrective Action policy.

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

3. An employee may be required to take accrued time off, compensatory time off, or time off without pay when the employee is provided notice of involuntary separation from the university or when the employee is removed from the workplace pending termination.

4. See the Separation Pay policy, for a description of pay benefits an employee receives.

C. Involuntary separations for non-disciplinary reasons

1. Employees may be separated from employment for non-disciplinary reasons, including but not limited to:
   a. can no longer meet the qualifications for performing the essential functions of the position and not an ADA covered situation.
b. no reasonable accommodation has been found for an ADA covered situation; or

c. loss of position under the **Reduction In Force** policy.

d. other circumstances not covered in paragraph B. above.

2. Final written notices of termination must be cleared with the campus human resources office before distribution to the employee.

3. An employee *involuntarily separated from the university for non-disciplinary reasons, such as* a reduction in force or for medical reasons, may be required to use accrued time off, compensatory time off, or time off without pay during the notification period if:

   a. *Such action is necessary to address a legitimate job related work performance or behavior issue;* and

   b. *is approved by the campus human resource office.*

4. Employees may be re-assigned during this notice period.

5. See **Separation Pay**, for a description of pay benefits an employee receives.

**Procedure 13.1**

**How to process a separation**

1. A separation notice within HRMS shall be initiated by the Department Head 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.

   a. *For assistance in determining the action reason, see the document, "Termination/Separation Reasons."*

2. 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 these events:

   a. an unpaid leave of absence for any reason

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

   c. an absence caused by an injury on the job

   d. use of income protection time

   e. removal from work pending a decision to separate for just cause

   f. required use of vacation time 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. Indicate the number of accrued time-off hours for which the employee is eligible to receive terminal pay. Contact the campus Payroll office for assistance.
5. Include the employee's permanent forwarding address.

6. All terminal payout for accruals should be processed with the last regular payroll cycle. See the following exception.
   a. An employee who has been involuntarily separated (termination or reduction in force) will have wages paid within three workdays upon request of the employee to a supervisor.
      i. A special voucher must be sent to Payroll within one workday of the employee's request and Payroll must make payment to the employee within two workdays of receipt of the voucher.

7. Instruct the employee to contact the campus Human Resources office concerning the status and continuation of employee benefit plans.

8. The supervisor should ensure that the employee returns all university property (keys, uniforms, tools, records, books, etc.).