

Termination/Separation Reasons

Reason Code	Reason	Eligibility for Rehire	Description or Comments
ATT	Attendance	Conditional	Includes tardiness
CAN	Cancellation Of Hire – Voluntary	Yes	Applicant withdraws acceptance
CNX	Cancellation Of Hire – Involuntary	Conditional	Because of background check result, employment offer withdrawn before person starts
DEA	Death		
REM	Emeritus Retire	Yes	Faculty Only
ESM	End Of Semester	Yes	For Hourly employees hired for semester only
TPA	End Temporary Appointment	Yes	Appointed Staff hired for a specific, temporary period of time
ECE	End of Casual Employment	Yes	Use for hourly employees; when a temporary appointment has ended and it is not the end of a semester (ESM).
EXA	Expiration Of Appointment	Yes	Faculty Only
LVE	Failure To Return From LOA – Voluntary	Conditional	Depending upon reason for not returning and whether notice was provided
LVX	Failure To Return From LOA – Involuntary		
FAL	Falsification	No	Falsifying time cards, application for employment, reimbursements, ghost employment, etc.
JOB	Job Abandonment – Voluntary	Conditional	Employee leaves position with no notice or explanation
JBX	Job Abandonment – Involuntary	Conditional	Includes discipline for 3-5 days no-call, no-show
MED	Medical – Voluntary	Conditional	Rehire status may depend upon circumstances at time of termination
MDX	Medical – Involuntary		
CON	Misconduct	Conditional	Use this reason for serious inappropriate behavior and when one of the more specific reasons does not cover the situation. Examples include conflict of interest, insubordination, sleeping on the job, or other serious inappropriate behaviors not covered in the other reasons. Explain reason on E-Doc in “Notes”
MI9	Missing/Expired I-9	Yes	Failure to provide documentation verifying eligibility to work; eligible for rehire when I-9 documentation is obtained
MPR	Misuse Of University Property	No	Taking or using university property or the property of students, employees or visitors without permission for personal gain or benefit; theft
MJS	Multiple Job Situation – Voluntary	Conditional	Rehire may depend upon reason for termination of multiple job
MJX	Multiple Job Situation – Involuntary		
NPV	No Pay, Volunteer – Voluntary	Yes	Faculty only

Reason Code	Reason	Eligibility for Rehire	Description or Comments
OTH	Other	Conditional	Should rarely be used and only if termination reason does not fit another category. Explain reason on E-Doc in "Notes"
RIF	Reduction In Force	Yes	Lack of funding, reorganization
RSC	Resignation - Conditional	Conditional	Rehire eligibility may depend upon prior employment history
RST	Resignation In Lieu Of Termination	Conditional	Employee permitted to resign in lieu of termination; documentation for reason exists
RES	Resignation With Rehire	Yes	Voluntary quit - in good standing
RTC	Retirement - Conditional	Conditional	Rehire eligibility may depend upon prior employment history
RTT	Retirement In Lieu Of Termination	Conditional	Employee permitted to retire in lieu of termination; documentation for reason exists
RTD	Retirement With Rehire	Yes	IU Retiree status
SCH	Return To School	Yes	
SXH	Sexual Harassment	No	Sustained violation of the Sexual Harassment Policy resulting in termination
PRB	Termination During Probationary Period	Conditional	Not a good fit, lack of skills, experience, work performance, attendance, behavior
XHR	Staff Term / Hire to Hourly	Yes	Terminate appointed staff position and hire to an hourly position
XST	Hourly Term / Hire to Staff	Yes	Terminate non-PERF Hourly position and hire to an appointed staff position
UNP	Unsatisfactory Work Performance	Conditional	Failed to meet expectations of the position
WPV	Workplace Violence	No	Fighting, stalking or other violent or threatening behavior, bullying, harassment (but not sexual harassment)
DUP	Duplicate University ID	N/A	UHRS use only
SRT	Retirement 18/20	N/A	UHRS use only
SEV	Severance Agreement	Conditional	UHRS use only - Agreement could include separation incentive or no rehire provision
IPP	Term Income Protection Plan	Conditional	UHRS use only – 18/20 eligible, 12% IUSERP w/ separate disability plan
TRT	Terminate 18/20 In IU2	N/A	UHRS use only – when 18/20 ends
TDS	Total Disability	Conditional	UHRS use only

Rehire Guidelines

Yes

- Successfully completed probationary period for former positions
- Maintained satisfactory employment record

Conditional

- Consider prior performance, attendance and any disciplinary action
- Consider prior IU work experience
- Consider references
- Consider multiple university employment
- Consider whether notice was given when leaving prior IU position

No

- Due to the type of infraction, no rehire permitted
- May have signed a no rehire agreement