

University Enterprises, Inc. Policies and Procedures		Policy No. 805
Section:	Human Resources	
Policy:	Employee Separation	
Revised Date:	December 11, 1998	

Employee Separation

I. PURPOSE

To assist in the timely and accurate processing of employees who are being separated from the University Enterprises, Inc. (UEI) payroll.

II. SCOPE

This policy applies to all UEI employees.

III. DEFINITIONS

- A. Voluntary Separation: Resignation, with or without notice, is a voluntary separation. As at-will employees, UEI employees may resign at any time for any reason. Retirement is also a voluntary separation.
- B. Release: Involuntary separation because the employee is not qualified for, or has not adapted to, the type of work assigned and no other assignment is available. Release usually results from no fault of the employee and requires no prior notice.
- C. Reduction In Force (RIF): See Policy No. 810 - Reduction In Force (RIF) and Recall.
- D. Dismissal: A separation in which the employee is removed from the payroll for violation of employee standards of conduct, safety regulations, or unsatisfactory job performance. All UEI employees serve at will and may be dismissed for any reason at any time.

IV. PROCEDURE AND RESPONSIBILITIES

- A. Notice to Employee: Except for RIF, there are no guidelines for UEI's giving any advance notice to an employee regarding separation.
- B. Pay in Lieu of Notice: Where a future date is established for separation, immediate removal from duties may occasionally be desirable to minimize the adverse effect on other employees or to allow the separated employee to seek new employment. In such cases, up to two weeks pay may be provided in lieu of notice. Prior approval for pay in lieu of notice must be secured from the department director and the Executive Director or designee. For pay in lieu of notice to employees paid from project funds, approval must also be secured from Sponsored Programs Administration.
- C. Management Approvals: When an employee is released, separated due to a RIF, or dismissed, the department director or project manager submits a written request to the Director, Human Resources. The Director, Human Resources reviews the request and makes a recommendation regarding the separation to the Executive Director. The Executive Director or designee must approve the separation.

- D. **Change in Status:** The immediate supervisor of the separated employee is responsible for immediately initiating the Separation Form. Human Resources staff will designate the appropriate separation code.
- E. **Resignation:** When an employee who resigns, with or without notice, the supervisor should ask the employee to complete a Separation Form. The completed notice will be forwarded to Human Resources for filing in the employee's personnel file.
- F. **Exit Interview:** Separated regular employees, either voluntary or involuntary, should be referred to Human Resources for scheduling an Exit Interview appointment with the Executive Director before their last day of work. (See Policy No. 825 - Exit Interview.)
- G. **Employment References for Separated Employees:** Refer to Policy No. 040 - Personnel Records and Privacy.

V. BENEFITS ELIGIBILITY

When an employee is separated for any reason, benefit credits are lost (beyond those paid for at the time of separation) with these exceptions:

- A. **Health, Dental and Life Insurance Benefits:** Extended coverage and conversion privileges of the health and dental insurance benefit plan is provided in accordance with conditions outlined in Policy No. 110 - Health and Dental Coverage Continuation and for eligible retirees under Policy 116 - Retirement Health and Dental Benefits. Life insurance may be converted to an individual policy. See these policies for specifics.
- B. **Vacation:** Refer to Policy No. 505 - Vacations. All vacation time accrued but not used will be paid to the employee upon separation.

VI. RELATED POLICIES

Policy No. 015	Employee Status Change
Policy No. 040	Personnel Records and Privacy
Policy No. 110	Health and Dental Coverage Continuation
Policy No. 116	Retirement Health and Dental Benefits
Policy No. 505	Vacation
Policy No. 615	Attendance
Policy No. 810	Reduction In Force (RIF) and Recall
Policy No. 815	Severance Pay
Policy No. 825	Exit Interview