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Policy Information

Effective Date:
September 1, 1988
Last Revised Date:
September, 2009
Policy Number:
CSM 402.0
Responsible Unit:
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Purpose and Summary

The University recognizes that employment is not permanent. Termination is the cessation of the employment relationship between the University and the employee for any reason. When employment terminates, an appropriate designation for the type of termination shall be documented by University management as described below and exit procedures on notice and return of University property shall be followed.

Scope

This policy applies specifically to employees in classified staff positions.

Definitions

Types of Terminations

Voluntary Termination

"Resignation" is a voluntary termination by an employee. Employees who resign from University employment are expected to provide as much advance notice as possible. Employees shall provide their resignation in writing to the immediate supervisor; however, verbal notice may be accepted by the immediate supervisor or other responsible administrator.

Other situations, including but not limited to the following, shall be considered to be resignations as follows:

1. job abandonment [2] (an employee who does not contact his/her supervisor for three or more working days and who is not on authorized leave);
2. inability or failure to return from an authorized leave of absence; or,
3. inability to perform the essential functions of the position and the employee cannot be accommodated, including placement in an alternative position, through the University's interactive process [3] for requesting reasonable accommodations available to qualified individuals with disabilities.

"Retirement" is a voluntary termination by an employee. Employees shall provide notice to the immediate supervisor, in writing; however, verbal notice may be accepted by the immediate supervisor or other responsible administrator. See Classified Staff Policy 222.0 Group Insurance and Benefit Programs [4] for more information.

Involuntary Termination

"Temporary Job Completed" is an involuntary termination by a supervisor of an Ancillary Classified Staff or Extended Temporary Employment Classified Staff.

"Probationary Termination" is an involuntary termination by a supervisor of a probationary Regular Classified Staff employee in accordance with Classified Staff Policy 112.0 on Probationary Periods. [5]

"Layoff/Reduction in Force" is an involuntary termination by a supervisor as a result of the elimination or reduction of funding or work, reorganization or other changing business needs resulting in the elimination of the position. Layoffs of non-probationary and promotion/transfer probationary Regular Classified Staff are subject to the provisions of Classified Staff Policy 405.0 on Layoff/Reduction in Force [6].

"Discharge" is an involuntary termination initiated by a supervisor or other responsible administrator. Discharge of a non-probationary Regular Classified Staff employee is subject to the provisions of Classified Staff Policy 404.0 on Pre-discharge or Suspension Without Pay Meeting [7] and Classified Staff Policy 403.0 on Disciplinary Action [8].

Policy

Procedures

Upon notice from the responsible supervisor or administrator of the appropriate designation for the type of termination, the applicable departmental business office generates an online University termination report on the termination effective date. Timely processing of the University termination

report ensures compliance with state law for payment of wages to terminated employees, allows timely data processing of termination information for state retirement and insurance compliance, and facilitates responses to potential unemployment compensation claims.

An employee involuntarily terminated shall be paid all wages due within seven (7) working days following the termination date or on the payday following the end of the regular pay period, whichever is sooner. Note this time frame may be shorter for out-of-state employees.

At the time of voluntary or involuntary termination involving misconduct, supervisors or responsible administrators will notify the Vice President for Business Affairs and Human Resources to ensure provisions of the Classified Staff Policy 423.0 on Ineligibility for Reemployment [9] are applied.

Information Security and Return of University Property

Terminating employees are required to return to their supervisor all University property, equipment, and materials which were issued to them during the course of their University employment. This includes, but is not limited to, keys and room cards. These items shall be returned on or before the last day of the individual's University employment.

Supervisors or other responsible administrators shall determine a date to revoke access rights to various University property and information, including but not limited to building access, computer systems and accounts, and information access privileges on or before the date of termination in accordance with University Information Security policies [10].

Insurance Coverage and Retirement

Under the Consolidated Omnibus Reduction Reconciliation Act (COBRA), an eligible employee may continue any or all existing group medical, dental, and vision insurance coverage and health-care flexible spending account election after termination. Life insurance conversion options are also available.

Retirement service credits do not accrue after the termination effective date. An employee who has left University service may contact the retirement plan (Arizona State Retirement System or Public Safety Personnel Retirement System) for information regarding account access/maintenance options.

Reference: ARS 23-353

Related Information*

Classified Staff Policy 222.0. Group Insurance and Benefit Programs [4]

Classified Staff Policy 112.0. Probationary Periods [5]

Classified Staff Policy 405.0. Layoff/Reduction in Force [6]

Classified Staff Policy 423.0. Ineligibility for Reemployment [9]

Classified Staff Policy 404.0. Pre-discharge or Suspension Without Pay Meeting [7]

Classified Staff Policy 403.0. Disciplinary Action [8]

Arizona Revised Statutes 23-353. Payment of wages of discharged employee; violation; classification

[11]

Revision History*

Revised September 2009

Source URL: http://policy.web.arizona.edu/human-resources/termination

Links
[1] mailto:hradmin@email.arizona.edu
[2] http://hr.arizona.edu/forms#hdr-2
[3] http://drc.arizona.edu/workplace-access
[4] http://policy.arizona.edu/employmenthuman-resources/group-insurance-and-benefit-programs
[5] http://policy.arizona.edu/human-resources/probationary-periods
[6] http://policy.arizona.edu/employmenthuman-resources/layoffreduction-force
[7] http://policy.arizona.edu/human-resources/predischarge-or-suspension-without-pay-meeting
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[11] http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/23/00353.htm&Title=23&DocType=ARS