

# Staff Personnel Manual (SPP)

## SPP 1010: Termination of University Staff Employment

Effective: 7/1/2013

Revised: 12/23/2024

### Purpose

To describe the ways university staff employment may end

### Sources

*Arizona Board of Regents Policy Manual - 6–510*

University policy

### Applicability

[University staff](#) and [non-faculty administrators](#)

### Advisory Notice

**Nothing stated in policy or verbally by any supervisor is intended to create an employment contract or to modify the at-will employment status.**

### Policy

As at-will employees, university staff and non-faculty administrators may voluntarily terminate their employment at any time and for any reason. Reasons may include resignation for personal or other reasons or retirement.

ASU may also terminate the employment of university staff and non-faculty administrators at any time and for any reason except an unlawful one. Positions filled subject to grant funding or other special funding will terminate when funds are no longer available. Regardless of reason(s), all involuntary terminations must be approved by the Office of Human Resources and the unit's dean or vice president. When possible, a decision will be made at that time as to whether the terminating employee is eligible for rehire.

Prior to terminating a university staff or non-faculty administrator, department management must consult the Office of Human Resources (OHR) Business Partners Group.

The termination should be communicated to an employee verbally and in writing. Because employment is at will, university staff and nonfaculty administrators are not provided a reason for termination. Department leadership is strongly advised to request assistance from OHR in composing the letter of termination.

Involuntary terminations that occur as a result of the elimination of the position for budgetary or reorganization purposes are subject to the notice provisions of [SPP 216](#), "Reorganization for University Staff."

### Cross-References

For further information, refer to [SPP 216](#), "Reorganization for University Staff." For further information, refer to [SPP 216](#), "Reorganization for University Staff."