

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: I:02:11

DATE: May 1, 1987

REVISION/REVIEW DATES: Mar 1993, May 1997, Sept 2008, Aug 2011, Apr 2016, Aug 2018, Mar 2022, May 2022

SUBJECT: Employee Separation Procedures.

APPROVED: Don C. Killingsworth, Jr., President

PURPOSE

This policy outlines procedures which should generally be used when processing any separation of employment with the University. The University has established these procedures to ensure a proper accounting for Jacksonville State University (JSU) property, payment of debts that may be owed to the University, and continuity of operations.

GENERAL PROCEDURES

- 1) This policy applies to staff employees. Faculty must refer to the Faculty Handbook for Faculty separation procedures.
- 2) Any employee separating from JSU, whether voluntarily or involuntarily, should complete a Separation Clearance/Transfer Form on or before their last day of work.
- 3) Any employee separating from the JSU must return all University property and settle all outstanding accounts with JSU on or before the last day of work.
- 4) All employees who are separating from JSU are encouraged to complete an Exit Review Questionnaire and take part in an exit interview.
- 5) Nothing set forth herein changes the fact that, unless tenured or employed pursuant to a written contract only permitting termination for cause, all University employees are considered at-will employees.

SPECIFIC PROCEDURES AND GUIDELINES DEPENDING UPON THE TYPE OF SEPERATION.

The above-referenced procedures apply to all separations. The following procedures/guidelines apply to specific types of separations.

RESIGNATION

- 1) Non-exempt employees are encouraged to provide at least two weeks written notice of a resignation. Exempt employees are encouraged to provide at least four weeks written notice of a resignation.
- 2) If an employee gives a verbal resignation, the supervisor should immediately notify the Department of Human Resources and acknowledge the resignation in writing.
- 3) Resignations may not be rescinded without written concurrence from the University signed by the President, a Vice-President, or the Director of Human Resources.
- 4) Any supervisor receiving notice of resignation should promptly communicate the same to Human Resources to facilitate coordination of the exit process.

RETIREMENT

- 1) An employee who decides to retire and is eligible to do so should, as soon as reasonably possible, submit a written notice to his/her supervisor expressing that intent. The employee should also contact Human Resources to arrange for completing an application for retirement with the Teachers' Retirement System of Alabama ("TRS"). TRS requires receipt of the application no later earlier than 90 days and no later than 30 days prior to the requested retirement date.
- 2) An employee's supervisor receiving notice of an employee's intent to retire should acknowledge the same in writing and forward the notice and acknowledgement to the Department of Human Resources.
- 3) Employees may request annual leave prior to a retirement date; however, approval is at the supervisor's discretion.

INVOLUNTARY SEPARATIONS

Involuntary separations include terminations, whether with or without cause, layoffs, and dismissal after job abandonment. Any supervisor that intends to terminate an employee should notify the Department of Human Resources of that decision and follow direction and guidance of the HR manager in implementing the termination.

RESPONSIBILITY:

This policy is the responsibility of the Director of Human Resources.

EVALUATION:

This policy will be evaluated every five (5) years by the Director of Human Resources.