Introduction

During an employee's first year, which is called the Position Orientation Year, the employee may be separated from employment at any time, for any reason. Separations during the orientation year do not require notice and may not be appealed.

After the first year, there are several types of separations from employment from the University. An employee may be terminated from employment for just cause at any time if he or she has engaged in misconduct or has failed to meet performance evaluation standards. Also, an employee may be laid off at any time for legitimate layoff reasons, such as adverse financial circumstances; reallocation of resources; reorganization; abolishment of programs; or shortage of work. These actions are governed by University Policy HR-21.00, Separations from Employment.

In addition to termination for cause and layoff, University Work Force employees may be issued a Separation with Advance Notice (i.e., may be non-renewed or non-reappointed) at any time after the completion of the one year orientation period. The decision to issue a Separation with Advance Notice is not a “termination” for misconduct and therefore does not require “just cause” to support the decision.

Procedure

Separation with Advance Notice is governed by University Policy HR-21.00. Employees are provided a written notice of separation specifying the remaining period of employment based upon the length of service at the University as described in the table set forth below. During this period, the employee may seek employment elsewhere on campus during or after the separation period, may seek outside employment, may be reassigned to another department or unit for the period of
Employment Procedures
(Continuation Sheet)

Policy Number: HR-21.00-2004/07 Separations from Employment

Procedure # & Name: HR PRO 21.1 Separations with Advance Notice (SWAN)

Procedure(s):

the notice, or, at the University's discretion, may be offered a lump sum payout equivalent to the duration of the notice period.

The following actions occur prior to issuance of a Separation with Advance Notice:

1. The department supervisor will consult with the Associate Vice President of Human Resources to determine if the proposed action should result in a Separation with Advance Notice. Factors related to the effectiveness of the employee will be reviewed. Factors to be considered include the following:

• knowledge and ability to perform assigned duties;
• professionalism in dealing with faculty, staff, students, and the local community;
• responsiveness and accountability to higher level supervision;
• effective communication skills with faculty, staff, students, supervisors and peers;
• flexibility and courtesy to customers;
• ownership of position responsibilities and personal behavior;
• openness and behavior in the team, i.e., being a team player;
• demonstrated desire to advance the mission of the department and university;
• whether previous training opportunities have been offered or whether opportunities for improvement have been pursued;
• continued unacceptable outcomes after guidance and counseling.

In general, Separation with Advance Notice occurs when an employee’s skills and abilities are not compatible with the essential functions of the position, or with the mission and goals of the department and work unit.

2. If a determination is made that a separation is the appropriate action, the highest level supervisor is informed of the proposed action, by the Associate Vice President of Human Resources, and a decision is made as to whether further employee counseling and/or coaching would produce a different outcome that would be in the best interest of the University. If not, the employee is offered an opportunity to resign in lieu of a Separation with Advance Notice. If the employee elects not to resign, he/she is provided with a written notice of separation (Separation with Advance Notice).

In this type of separation, the employee’s personnel file/permanent record indicates that the employee was given a Separation with Advance Notice (non-renewal/non-reappointment). This action results in a more favorable outcome for the employee when filing for unemployment compensation and when making career choices and seeking future positions.
## Notice of Separation Periods

<table>
<thead>
<tr>
<th>Date of Hire</th>
<th>Length of Service</th>
<th>Notification Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before July 1, 2004</td>
<td>First two (2) years</td>
<td>120 days</td>
</tr>
<tr>
<td></td>
<td>Three (3) or more years</td>
<td>6 months</td>
</tr>
<tr>
<td></td>
<td>Two (2) years at 1/1/00</td>
<td>12 months</td>
</tr>
<tr>
<td>After July 1, 2004</td>
<td>Position orientation year</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Greater than one (1) but less than three (3) years</td>
<td>60 days</td>
</tr>
<tr>
<td></td>
<td>Three (3) or more years</td>
<td>90 days</td>
</tr>
</tbody>
</table>

Approved: ________________________________

Associate Vice President, Human Resources

Revision date: ________________________________