

**Office of Human Resources
Employment Procedures**

Policy Number:

Procedure # & Name:

Department Name:

Effective Date:

Purpose Statement:

Procedure(s):

Approved: _____
Associate VP, Human Resources

Revision date:

Employment Procedures
(Continuation Sheet)

Policy Number:

Procedure # & Name:

Procedure(s):

Notice of Separation Periods

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