3.XX Separation of Employment

PURPOSE:
The purpose of this policy is to provide structure, consistency, and accountability for Voluntary and Involuntary separations of employment.

SCOPE:
This policy applies to all Wichita State University (“University”) employees.

POLICY STATEMENT:
Employment with the University is on an “At-Will” basis. This means that either the Employee or the University may end the employment relationship at any time for any lawful reason, with or without notice or cause.

DEFINITIONS:
At-Will Employment: An employment relationship that allows either party (Employee or University) to end employment, with or without cause or notice, at any time for any lawful reason.

Employee: An individual who, when hired, provides services on a regular basis in exchange for compensation, receives a W-2, and who does not provide these services as a part of an independent business. This includes temporary and part-time employees.

Investigative Leave: A mandated leave that removes an employee from the University pending the outcome of an internal investigation of alleged behaviors and/or actions that may violate University policy, rules and/or employment expectations.

Involuntary Separation: Separation initiated by Management to end the employment relationship with an Employee.

Management: For purposes of this policy, Management are individuals who have employees reporting directly to them.

Senior Management: For purposes of this policy, Senior Management are individuals at a Director level or above, in the chain of command of the employee separating from the University.

Voluntary Separation: Employee makes a decision to end the employment relationship with the University, or when an Employee is absent from work for three (3) consecutive workdays and fails to contact Management.
PROCEDURE:

1. Voluntary Separation
   a. Employees, not serving in a Management role, are required to provide a two (2) week written notice of resignation. Employees, serving in a Management role, are required to provide a four (4) week written notice of resignation. Those not providing a two (2) or four (4) week written notice, respectively, are considered a Voluntary Separation – Quit Without Notice.

   b. The written notice includes the specific reason for separation and the last available day to work.

   c. Management accepts the notice, ensures the Employee understands employment expectations during the notice period, provides eligibility of rehire status, and processes the Employee separation.

   d. The notice period is expected to be a working notice. Failure to work the entire notice period is considered Voluntary Separation – Quit Without Notice.

   e. Employees may use accrued leave during the notice period with Management approval.

   f. Time off may not be used to extend the separation date.

   g. Management reviews the Separation documentation with the Employee. (Attachment A – Voluntary Separation Form)

   h. Management sends the original written notice of resignation to Human Resources which is retained in the official personnel file.

2. Involuntary Separation
   a. Involuntary Separation may occur at any time and may result from a first time action or violation, or as a result of ongoing coaching or corrective action.

   b. If the situation warrants investigation, the Employee may be placed on Investigative Leave.

   c. Management makes the determination to end the employment relationship in consultation with Human Resources. Human Resources reviews all documentation and records pertaining to the situation.

   d. All Involuntary Separations are reviewed and approved by respective Senior Management.
e. Management is responsible for preparing and/or reviewing the Separation documentation with Human Resources prior to meeting with the Employee. (Attachment B – Involuntary Separation Form)

f. Management schedules time to meet with the Employee to present and review the Separation document.

g. Management makes arrangements with the Employee to retrieve any personal property at a time that is least disruptive to the department.

3. Exit Process and Responsibilities:
   a. Employee:
      i. Complete and discuss Separation Form with management
      ii. Coordinate with Management to collect personal property and return University property
      iii. Report time worked accurately using the University timekeeping system
      iv. Is knowledgeable of the policy and procedures

   b. Management:
      i. Complete and discuss Separation Form with the employee
      ii. Collect and return the employee's University property appropriately. This includes, but is not limited to, the Employee’s University ID, keys, and technology
      iii. Ensure timekeeping rules are applied accurately
      iv. Complete the appropriate paperwork for Separations and submit to Human Resources. This also provides notification to ITS to disable network and/or system access as it relates to employment.
      v. Send file and original documents to Human Resources within five days
      vi. Maintain confidentiality regarding separation
      vii. Is knowledgeable of the policy and procedures
      viii. Is responsive to unemployment claims

ATTACHMENTS
Attachment A: Voluntary Separation Form
Attachment B: Involuntary Separation Form