



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 5/00	Revision Date:	Page: 1 of 1
			Classification Code: 03-20
	Section:  PERSONNEL		
Subject:  SEPARATIONS			

GENERAL STATEMENT OF POLICY

It is recognized that employees may leave the employment of the University for a variety of reasons. These reasons may include retirement, resignation, layoff, or involuntary termination of employment. Questions regarding each of these situations may arise from employees and supervisors alike.

It is the University's intent that employees will remember their period of University employment as a positive experience. To this end, the University wishes to provide clear and consistent guidance in the handling of separations.

The Vice President for Finance and Administration shall be charged with assuring the establishment of Operating Procedures regarding separations from employment.



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 5/00	Revision Date: 8/04 09/11	Page: 1 of 4
	Section:  PERSONNEL		Classification Code:  OP 03-20
	Subject:  SEPARATIONS		

OPERATING PROCEDURES

**1. Retirement -**

- A. All regular and term employees (at least .5 F.T.E) must participate in the Missouri State Employees' Retirement System (MOSERS) or College & University Retirement Plan (CURP). MOSERS and CURP are funded entirely by the University.
- B. All employees must also participate in the Old Age and Survivors Insurance (Social Security) and Medicare programs.
- C. Handbooks and information about retirement benefits are available from the Benefits Office. The Benefits Office will also assist employees in obtaining information from MOSERS about their credited service and projected retirement benefits.
- D. Employees who anticipate retiring should inform their supervisors in writing at least ninety (90) days in advance of their intended retirement date and should contact the Benefits Office at least 60 days prior to intended retirement date to discuss procedures to follow in processing their retirement.

**2. Emeritus Status -**

Emeritus Status shall be granted to those employees who have qualified according to the statutory laws of Missouri to be retired from administration or teaching at Southeast Missouri State University and who have met the appropriate criteria stated as follows:

- A. Administrative personnel with the title such as President, Vice President, Dean, or Director and who have completed at least fifteen years of service at this University shall retire with the title of "President Emeritus," "Vice President Emeritus," "Dean Emeritus of ()," or "Director Emeritus of ()."
- B. Other Administrative, Professional, CTS, or Bargaining Unit staff who retire but are not granted Emeritus status may be given recognition for service.

**3. Resignations -**

- A. While verbal resignations may be offered, employees are asked to submit resignations from University service in writing to their supervisor. At a minimum, all resignations should specify the intent of the employee to resign, the last day of employment, and the reason for resigning.



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 5/00	Revision Date: 8/04 09/11	Page: 2 of 4
	Section:  PERSONNEL		Classification Code:  OP 03-20
	Subject:  SEPARATIONS		

- B. Supervisors are to acknowledge, in writing, an employee’s resignation, irrespective of whether the resignation was verbal or written. At a minimum, this acknowledgement should specify the date that the resignation was received, that the resignation has been accepted, and the effective date of the acceptance. Supervisors are encouraged to consult with Human Resources if they have any questions about this process.
- C. The University requests at least two (2) weeks notice from CTS staff members who are planning to resign their employment.
- D. Administrative and Professional staff are requested to give at least sixty (60) days notice of their intent to resign their employment.
- E. Upon leaving employment, employees will be given the opportunity to continue group health benefits in connection with Missouri and federal continuation of benefits laws and regulations. The plan documents controlling each benefit determine the availability of continuation coverage and conversion to private plans.
- F. Employees who leave the University’s employment are required to assure that all University materials (keys, computers, books, etc.) are returned to the University prior to their last day of employment. Additionally, terminating employees are required to assure that all personal debts to the University are paid. Terminating employees should contact Human Resources during their last week of employment regarding these termination of employment processes. Additionally, if a terminating employee has any questions concerning termination from employment, he or she should contact Human Resources.
- G. Supervisors of employees who are separating from University employment are to provide written notification to Human Resources of impending terminations. This is to assure that final payrolls are properly processed and that all out-processing steps occur.

The notification should be sent to Human Resources not later than ten days prior to the last date of employment. All notifications to Human Resources must include a copy of the employee’s letter of resignation (if it exists) and a copy of the supervisor’s written acknowledgement to the employee.

**4. Breaking Service -**

- A. If a regular or term employee resigns his or her position and is re-employed by the University within thirty (30) calendar days, the employee's length of service will continue without interruption.



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 5/00	Revision Date: 8/04 09/11	Page: 3 of 4
	Section:  PERSONNEL		Classification Code:  OP 03-20
	Subject:  SEPARATIONS		

- B. In the event an employee’s employment is terminated because his or her position is eliminated, a grace period of six (6) months, with the same privileges in “TV. A” above, is offered. An employee whose position is terminated will be given the opportunity to apply for job openings during his or her grace period and that person's application will be treated as an internal bid.
- C. The grace period does not apply to employees released for cause nor does it guarantee re-employment to former employees. Former employees rehired beyond appropriate grace periods are treated as new employees.

**5. Discipline, Suspension, and Dismissal -**

- A. While employment with the University is "at will" and may be terminated at any time, the University, at its sole discretion, may utilize progressive discipline concepts in circumstances it determines to be appropriate.
- B. If it is determined to utilize progressive discipline when an employee fails to meet acceptable work or conduct standards, a written warning may be given to the employee.
  - i. All written warnings should, at a minimum, specify the reason(s) for the written warning, specify the performance improvements needed to meet expectations, specify the consequences for continued failure to meet expectations, identify to the employee how or where he or she can obtain assistance in correcting the performance, and establish a future review.
  - ii. All written warnings should be signed by both the supervisor and the employee to acknowledge that the document was presented and received. A copy containing the signatures should be sent to Human Resources for retention in the employee’s personnel file.
  - iii. Termination of employment or other disciplinary action taken during the employee’s first six months of employment is not subject to these progressive discipline concepts nor to the grievance procedure [Exception: Any regular or term employee may process a grievance concerning prohibited discrimination].
  - iv. All written warnings should be signed by both the supervisor and the employee to acknowledge that the document was presented and received. A copy containing the signatures should be sent to Human Resources for retention in the employee's personnel file.
- C. Prior to any suspension or termination, the supervisor must discuss the matter with the Director of Human Resources and obtain approval from his or her division executive.



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 5/00	Revision Date: 8/04 09/11	Page: 4 of 4
	Section:  PERSONNEL		Classification Code:  OP 03-20
	Subject:  SEPARATIONS		

- D. It is not a requirement that written warnings must be given to an employee prior to termination of employment or suspension. At the University's discretion, suspension with or without pay or termination of employment may be an appropriate response by the University at any point in the disciplinary process.
- E. Decisions to terminate employment must be communicated to the employee in a written Notice of Termination of Employment. At a minimum, the Notice must:
  - i. Advise the employee of the decision to terminate the employment relationship.
  - ii. Establish the effective date of the termination from employment.
  - iii. Advise the employee of the reason(s) for the termination of the employment.
  - iv. Advise the employee of his or her right to present objections to the decision.
  - v. Establish the date, time and place for a meeting where the employee may present his or her objections.
- F. Regular and Term employees who believe that they have been unjustly suspended or dismissed may have recourse through the University's grievance process. However, any employee whose employment is terminated during his or her first six months of employment may only use the hearing process outlined in "V. E" above.

**6. Final Salary Payment -**

- A. Upon termination of employment, an employee is entitled to payment for any accrued unused paid time-off (PTO) in addition to any regular pay owed. Employees who leave the University within their first six months of employment are not eligible for payment of unused paid time-off (PTO). Early processing of termination forms helps to ensure the timeliness of the final payment.
- B. Each employee terminating service with the University must complete a Property Clearance Form.
- C. Employees who do not return University keys will be charged twenty-five dollars (\$25.00) for each key not returned.
- D. The University will encourage the employee to complete an exit interview.