1. Introduction and Purpose

The rules and procedures for handling employment status changes vary according to the voluntary or involuntary nature of the change, guidelines established by a Collective Bargaining Agreement (CBA), when applicable, and the general circumstances. However, when termination of employment becomes necessary, whether employee or University initiated, procedures set forth in this policy, to the extent consistent with any applicable CBA shall be followed. The purpose of this policy is to establish a guideline for employment termination procedures.

2. Policy

Termination from Lincoln University shall be officially documented in such a manner as to establish a clear record of action, both as a service to the terminating employee and to the University. The effective date of termination will be on an employee’s last working day except when termination occurs while the employee is on leave of absence without pay. If appropriate, unused accrued vacation leave, not to exceed the allowable maximum, will be paid as a lump sum in the employee’s last paycheck.

3. Employment Termination Categories

3.1. Resignation

3.1.1. The employment relationship is most commonly severed by employee resignation. This is a voluntary action on the part of the employee. The absence of an employee without notification for three days, also known as “Job Abandonment” is also categorized as a resignation. Except to the extent prohibited by law, an “Inability to Work” for a period which exceeds the time of all applicable leaves provided by law, the policies of the University, or, when applicable the CBA, will also be treated as a resignation at the expiration of all such leaves.
3.1.2. Employees are expected to notify their immediate supervisor in writing of their intention to resign their employment. An employee who desires to resign from his/her employment shall provide notice of resignation in writing to the University through their immediate supervisor, at least two weeks prior to the intended date of resignation or as stated in the employment contract or CBA, if applicable.

3.1.3. An employee may rescind his/her resignation within five (5) days providing notice of resignation to the University and approval by the immediate supervisor.

3.2. Retirement

An employee who is eligible, under applicable retirement plans of the University, to retire from employment with the University shall notify the Office of Human Resources (“HR”) in writing at least three months prior to the intended retirement date in order to properly and timely coordinate any benefits to be received by the employee.

3.3. Death

In the event of the death of an employee, payment of the employee’s outstanding wages shall be made in accordance with law.

3.4. Non-Reappointment

In the case of a faculty member who is not recommended for reappointment to an academic rank, the University shall terminate the employment of said employee due to non-reappointment in accordance with the policy and procedures delineated in the applicable CBA.

3.5. Reductions in Force

In its sole discretion, the University may decide to restructure or reduce its workforce. The University will attempt to provide advance notice of said reduction to the affected employees. Except to the extent provided otherwise by an applicable CBA, factors, which the University may use in selecting employees for layoff and/or changes in work schedule include, but are not limited to, budgetary constraints or lack of funds, reorganization, program modifications, business or operational requirements, end of work assignment, outsourcing of position, or lack of work.
3.6. **Dismissal**

3.6.1. When the dismissal of an employee for adequate cause is necessary, due to substandard performance, negligence, or any other act of misconduct, the University will follow established guidelines to administer the involuntary termination of employment process in accordance with State and Federal laws and the applicable CBA.

3.6.2. If an employee is involuntarily discharged for cause, said employee is not eligible for rehire by the University. Similarly, faculty members who are subject to non-reappointment as a result of substandard performance or misconduct shall not be eligible for rehire.

3.6.3. The employee shall be notified during a scheduled meeting, when possible, and may receive written correspondence summarizing some or all of the reason(s) for dismissal and the effective date of his/her employment termination.

3.6.4. The employee’s final paycheck will be provided on the next scheduled payday according to established Payroll Department procedures, unless other provisions have been made. Under appropriate circumstances, a Public Safety representative will escort the employee away from University premises.

4. **Appeal Process**

An employee not covered by a CBA may appeal the dismissal to the Division Vice President, or the President, if, and only if, the Division Vice President was involved in the original disciplinary process. The appeal process shall be initiated by the employee via a written statement, which shall be sent to the HR Director within five (5) days of the effective date of termination via U.S. Certified Mail. The designated officer shall respond to the employee’s appeal with a decision within ten (10) business days and such decision shall be final and conclusive. If no decision is issued within the ten (10) day period, the employee’s appeal is deemed denied. The University reserves the right to extend the time period designated for issuing a decision by providing the employee with notice of such extension of time within the original ten (10) day period, for the purpose of conducting an investigation or in any other special circumstance, said extension not to exceed ten (10) business days.

5. **Exit Interview**

5.1. When possible, an exit interview will be conducted by an HR representative to discuss issues, such as employee benefits, conversion privileges, and repayment of outstanding debts to the University. At or
prior to this interview, the employee is required to return University-owned property and has the option of completing a separation form. The employee’s final paycheck will be provided on the next scheduled payday according to established payroll procedures.

5.2. University-owned property shall be returned to the employee’s immediate supervisor. Said property may include, but is not limited to, any information technology equipment, e.g. laptop, or software, keys, ID badge, uniforms, tools, parking permits, etc. All outstanding accounts must be settled with HR.

Questions regarding this policy may be addressed to:

The Office of Human Resources  
Lincoln University  
1570 Baltimore Pike  
Lincoln Hall – 4th Floor  
Lincoln University, PA 19352  
484-365-8059