

## **405: Termination Policy & Procedure**

**Status:** Accepted

**Effective date:** August 1999

**Revision date:** April 21, 2008

### **Introduction**

The rules and procedures for handling terminations vary according to the voluntary or involuntary nature of the termination, guidelines established by any Collective Bargaining Agreement, and the general circumstances surrounding the termination. This policy applies to all employees, whether full-time or part-time.

Therefore, when termination of an employee is necessary, then the procedures set forth in this policy must be adhered to and followed. All original records of terminated employees and termination documents/letters must be sent to the Office of Human Resources as soon as possible.

The Director of Human Resources will review all terminations. Vice President has final authority, as delegated by the President.

### **General Rules**

The maintenance of accurate records and a thorough investigation of the reasons for termination are necessary to ensure compliance with the Equal Employment Opportunity guidelines.

As a rule, resignation notice period will be two weeks only, regardless of length of service. Vacation time may not be used during the final two weeks. Sick time may only be used in accordance with University policy. Exceptions to this rule will require appropriate management level approval.

Failure to report for three consecutive days without notification may be grounds for voluntary termination. The terminated employee will be considered ineligible for rehire, unless there are extenuating circumstances, in which case the Director of Human Resources will be consulted.

The Checklist for Exit Procedures should be followed regardless of type of termination.

### **Voluntary Terminations**

To determine the reason for a voluntary termination, an exit interview should be conducted by Human Resources to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Lincoln, or return of Lincoln-owned property and a separation form completed.

All forms associated with a voluntary termination must be received in the Office of Human Resources within twenty-four hours after the employee gives notice. The employee's final paycheck will be provided on the next available payday according to Payroll Department procedures, unless other provisions have been made with the appropriate senior management approval.

### **Involuntary Terminations**

All forms associated with an involuntary termination must be received in the Office of Human Resources in advance. The employee's final paycheck will be provided on the next available payday according to Payroll Department procedures, unless other provisions have been made with the appropriate senior management approval. Under appropriate circumstances, the Supervisor and/or the Human Resources Department will contact Public Safety to escort the terminated employee away from the campus.

**HUMAN RESOURCES RESPONSIBILITY FOR ALL TYPES OF TERMINATIONS:**

1. Human Resources will coordinate the termination process.
2. The Director of Human Resources should be involved in all confidential investigations of employees. The Director of Human Resources will work with the area Vice President.
3. Legal Counsel will be contacted/consulted at the discretion of the Director of Human Resources.
4. The Director of Human Resources and/or Human Resources Manager will conduct all termination interviews. Appropriate Vice President and Directors will be consulted and their approval obtained prior to termination of employee.
5. Official letter of termination shall be given to the employee immediately, whenever possible, but no more than three (3) working days after the effective date of suspension or discharge.
6. Human Resources will contact the terminated employee regarding his/her continuation of insurance coverage, including letters required by government regulations under COBRA.

**SUPERVISOR RESPONSIBILITY FOR ALL TYPES OF TERMINATIONS:**

7. Original copies of discipline forms, doctor's notes, etc. must be sent to Human Resources at the time of submission and/or receipt. Not photocopies will be accepted.
8. All employee infractions must be documented and reported to the Human Resources Manager as soon as possible. No photocopies will be accepted.
9. The Immediate Supervisor will collect all company property per the checklist below. Employee ID Badge and Timecard should be hand delivered to Human Resources. Parking permit should be hand delivered to Public Safety Department.

**Termination Procedures for Bargaining Unit Employees (Other Than Faculty):**

1. All provisions of the appropriate CBA must be followed and adhered to.
2. Only Human Resources is permitted to communicate with outside Union representatives.
3. Human Resources shall notify the union in writing immediately, whenever possible, but no more than three (3) working days after the effective date of suspension or discharge.

**Termination Procedures for Faculty Employees:**

All faculty terminations must follow guidelines established in the Collective Bargaining Agreement.

### CHECKLIST FOR EXIT PROCEDURES

Responsibilities	Supervisor	Human Resources
Computer/Laptop	X	
Intellectual Property (Software, etc.)	X	
Keys & Fobs	X	
Tape Recorder	X	
Final Timesheet – Administrative	X	
Uniforms & Equipment (Athletics, Health Services, Public Safety, Physical Plant, etc.)	X	
Tools	X	
ID Badge (one card program)	X	
Parking Permit	X	
Books	X	
University Credit Card	X	
Cell Phone/Pager/Two-Way Radio	X	
Parking Garage Door Openers	X	
Cameras	X	
Mailbox Key	X	
Musical Instruments or Sheet Music	X	
Foul Weather Gear	X	
Exit Interview		X
Bookstore Bills		X
Outstanding Accounts Payable Balances		X
Notification to Close Email		X
COBRA Information		X
Vacation Payout		X
Phone Bills (anyone that has made personal calls)		X
Tool Reimbursement Program Repayment		X
Items Signed Out from ATC (formerly IMC)		X
Library Fines		X
Housing Check Out		X
Forward Mail		X
Tuition Reimbursement Repayment		X
Address to Forward Personal Items		X