4.18 Terminations & Terminal Vacation Pay

Purpose:
The purpose of this policy is to address the rights and responsibilities of faculty and staff who are terminating employment with the University for any reason, supervisor responsibilities in this process as well as to address any applicable terminal vacation pay.

Policy Statement:
The termination date for faculty and staff members leaving the University for any reason is generally their last day worked. The termination date for faculty leaving the University at the end of the fall semester will normally be December 31st. The termination date for faculty leaving the University at the end of the spring semester will normally be June 1st. Other unique circumstances, such as a medical leave or mid-semester terminations, may warrant a termination date that differs from the previously mentioned criteria, as deemed appropriate by Human Resource Services.

Employees who are in appointments that accrue vacation and/or personal holidays, at the time of termination, have the right to be paid for unused accruals (terminal vacation pay) unless stated otherwise in an individual employment contract appointment approved by Human Resource Services (HRS). Accruals may not be used to extend the termination effective date. Employees also may not take vacation for a period of time and return for a brief period (i.e. a few days) resulting in the extension of pay status, vacation accruals, and other university benefits. Final salary payment and terminal vacation pay will be made within the prescribed payroll procedures and time frames. All university property, including keys, must be returned to the place of issue. Employees are expected to complete applicable items on the employee termination checklist.

Supervisors have the responsibility for reporting terminations as outlined in the Termination Procedures, ensuring that university property is returned, and for preparing or directing the completion of a Termination Personnel Action Form (TRM PAF) as soon as termination effective date and reason is known. Supervisors are expected to refer to the supervisor termination checklist for more information on additional supervisor obligations in this process.

Termination Procedures:
All relevant supervisory records including, but not limited to, performance notes and information related to compensation decisions should be forwarded to Human Resource Services (HRS) to review for inclusion in the HRS personnel file. Faculty evaluation files should remain in the respective departmental offices as directed by the Faculty Handbook.

Failure to follow termination procedures may result in overpayments that will need to be collected, inaccurate W-2’s, delayed COBRA notifications, continued access to university spaces, computer systems, and other resources that should not be continued.

Resignations and Retirements (excluding Phased Retirement)
● For resignations, staff are expected to give their supervisor and department head at least two (2) weeks’ notice of their resignation whenever possible. For retirements, staff are expected to give a minimum of 30 calendar days’ notice. Faculty are expected to notify their department head or dean before class assignments are made for the upcoming semester whenever possible. Employees who give insufficient notice may not be eligible for rehire.
● Upon receipt of the termination notice, the department head or supervisor must notify HRS and is responsible for preparing or directing the completion of a TRM PAF as soon as termination effective date and reason is known. Documentation of the termination should be provided, such as a signed letter from the employee, notifying UNI of their upcoming retirement or resignation.
● The employee shall meet with the department head to discuss final work arrangements and is encouraged to meet with a representative of HRS to discuss benefit termination dates and COBRA rights. Staff are encouraged to participate in an exit interview with a representative from HRS and faculty with the Associate Provost for Faculty.
● Employees who have resigned or retired cannot be rehired prior to the beginning of the next pay period following their termination date.

**Involuntary Terminations**

● Involuntary terminations, including discharge, layoff and non-renewal of term appointments, must be discussed with and approved by HRS, for staff, and the Associate Provost for Faculty, for faculty and academic administrators, prior to termination action. The termination plan will be developed jointly by the department head and either HRS or the Associate Provost as appropriate.
● In accordance with Iowa Code 22.7(11)(a)(5) and 22.15, information relating to certain disciplinary action that may be imposed, including termination of employment, may become a public record.

**Deaths**

● In the event of a death of a faculty or staff member, HRS should be notified as soon as the death is known. A member of the HRS benefits staff will contact a family member to provide them with information about the employee’s benefit plans. The Timecard Manager must complete the employee’s final timecard and prepare, or direct the preparation of, a TRM PAF using the date of death as the effective date.

Human Resource Services, the Office of the Provost & Executive Vice President, and the Office of Business Operations, approved _April 17, September 17, 2017_

President’s Cabinet, approved _May 8, 2017_

President and Executive Management Team, approved _June 14, 2017_