CDU Policy I.E.00750 Employment Separations

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: September 1, 2004

REVISED DATE: October 29, 2010

SUPERSEDES: CDU Policy I.E.00750 dated September 1, 2004

POLICY I.E.00750 Employment Separations

At Charles R. Drew University, employees may be separated from employment for a variety of reasons:

- Lack of work
- Lack of funding
- Department re-organization
- Unsuccessful completion of probation
- Medical
- Misconduct
- Failure to maintain work standards of performance
- Voluntary
- Retirement

The above is only representative of reasons for separation. Whenever possible, employees are asked to provide at least ten (10) working days written notice of intent to resign. An employee is considered to have voluntarily resigned (abandonment) after five (5) consecutive days of unauthorized absence.

By law, a paycheck for all time worked by the employee must be prepared by the Payroll Office according to the following schedule:

- immediately, if the termination is employee-initiated;
- within 72 hours of the employee's last hour worked if he/she resigns without notice,
- on the employee's last day of employment if he/she resigns with 72 hours notice

The Payroll Office maintains official vacation accrual records and will determine the amount due in the employee's final paycheck.
PROCEDURE I.E.00750 Employment Separations

1. If an employee resigns, he or she should notify the supervisor in writing at least ten (10) working days in advance of their intent to resign.
2. The supervisor should prepare a Personnel Action Form (PAF) and forward the PAF with the resignation letter to the Department of Human Resources immediately for processing.
3. A voluntary Exit Interview process will be initiated by the Department of Human Resources.
4. On the last day of employment, the employee is responsible for returning all University property (e.g., keys, equipment, uniforms). A Separation Clearance Form must be completed before the final check is released.
5. In cases where an Exit Interview cannot be completed, the supervisor is responsible for taking all reasonable steps to secure University property.
6. An employee to be released is initiated by the supervisor. The supervisor should first notify the Director of Human Resources to discuss and develop an appropriate action plan and prepare the PAF.
7. The Director of Human Resources, in collaboration with the supervisor, will prepare the termination letter and arrange a meeting with the employee.
8. An employee being released where there may be a possibility of an adverse reaction or threat of violence may be placed on paid or unpaid investigatory leave until the matter can be investigated and the appropriate disciplinary action administered.
9. The Director of Human Resources will notify University legal counsel, where applicable, and the Public Safety Manager if there is a threat of danger or violence.

Applicability: All Staff and Faculty Members