

NUMBER: 4.5.16

DATE: 03/03/2000

REVISION: 04/30/03; 10/08/08; 04/07/10; 06/19/13; 02/03/16; 08/17/20

PAGE: 1 of 3

SECTION: PERSONNEL SERVICES

AREA: EMPLOYMENT

SUBJECT: EMPLOYEE SEPARATION

PURPOSE

To establish notification and processing requirements for employees separations.

SCOPE

All UAMS employees.

DEFINITIONS

Termination Date – The date an employee is removed from payroll, whether voluntarily or involuntarily.

Voluntary Termination – A voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation, intent to retire, or through job abandonment.

Involuntary Termination – An involuntary termination of employment is a management-initiated dismissal with or without cause, through reorganization, reduction in force or as an at-will employer.

Termination Procedures –include the following:

- Entering the termination action in the Human Resources Management system (HRMS)
- Employee Separation Notification Process
- Sending the resignation letter to the Office of Human Resources (OHR), if applicable

POLICY

A faculty or staff member has a duty to give early notice of his or her resignation, including the proposed effective date of the resignation. Generally, notice should be given in written or electronic form to the individual's supervisor or to the administrative head of the department to which the individual is assigned. If notice is given verbally, the individual's supervisor or the administrative head of the department to which the individual is assigned should, as soon as practical, send a written communication to the individual acknowledging receipt of the verbal notice. The supervisor or administrative head shall give a formal response to the notice (either an acceptance or rejection) to the employee within five (5) working days of receipt of the notice of resignation. When the written acceptance of the resignation is forwarded to the individual submitting his/her resignation, the resignation becomes final.

If the employee fails to notify OHR or the separation is involuntary, the direct supervisor or designee is responsible for notifying OHR by completing the appropriate electronic form in Manager Self Service no later than 5 business days following the termination date.

Voluntary Terminations

It is the responsibility of a voluntarily terminating employee to notify the OHR and their direct supervisor prior to the planned termination date. Voluntarily terminated employees notify OHR by completing the appropriate electronic form in Employee Self Service portion of the HRMS.

Involuntary Terminations

Involuntary terminations shall be processed on the date of termination or as soon as possible thereafter. Involuntarily terminated employees, for cause or who resign in lieu of termination, are ineligible for rehire to the University of Arkansas System and its affiliates. In addition, employees who resign without providing adequate notice or who abandon their job will not be considered for rehire.

PROCEDURES

Terminating employees, whether voluntarily or involuntarily, shall:

- Return any state-owned items in their possession
 - Equipment such laptop, iPad, company phone, research material, etc.
 - If not returned, the current value of the equipment will be subject to deduction from the final vacation payment.
 - Employee identification badge to Office of Human Resources
 - A\$25 fee will incur if not returned
 - Office keys
 - A fee will incur if keys are not returned and/or an office must be re-keyed
 - Library books and materials
 - If not returned, the current value of the item(s) will be subject to deduction from the final vacation payment.
- Remit payment for any outstanding fines or legal debts prior to exit such as parking citations or library fines.
 - Any unpaid fines or citations are subject to deduction from the final vacation payment.
- For designated clinicians or staff, complete medical record dictation(s) in the healthcare software platform.
- Complete HIPAA clearance indicating that the employee does not possess any personal health information (PHI) in any format.

This list is not an all-inclusive list. In some instances, departments may have additional items that are also the responsibility of terminating employees to return. If not returned, the current value of the items will be subject to deduction from the final vacation payment.

Final Pay

A terminated employee will receive pay through the last day of work, plus any unused vacation hours owed, less outstanding fines or citations, in compliance with state laws. Issuance of a final paycheck and a check paying out unused vacation may occur at different dates. Any vacation payment due to a terminating employee may be used to offset any owed amounts or the costs of any items that are not returned.

Should final pay or terminal vacation balance be insufficient to cover their owed fines; such arrears will be owed to UAMS. Such arrears may be collected upon a rehire to the University of Arkansas System.

SANCTIONS

Violation of this Policy will result in disciplinary action, in accordance with Administrative Guide Policy 4.4.02 Employee Discipline Policy.

REFERENCES

[University of Arkansas Board Policy 405.3](#)
[Employee Self Service Termination Forms](#)

Signature:  _____

Date: **August 17, 2020**