

Name of Policy: Separation from employment Policy Number: 3364-25-48 Approving Officer: Executive VP for Finance and Administration & CFO Responsible Agent: Chief Human Resource Officer Scope: All campuses of the University of Toledo		 Effective date: August 3, 2026 Original effective date: June 22, 2011	
Keywords: separation, reasons, notice, rescind			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

The University of Toledo recognizes that employees may separate their employment with the university for various reasons. Any employee who separates employment at the university is required to participate in the separation process. The employee's department is responsible for initiating the separation process.

(B) Purpose of policy

The purpose is to set forth types and standards for non-faculty separations from employment.

(C) Scope

This policy applies to all non-faculty employees and non-student employees at the university.

(D) Reasons

Employees leave the university for various reasons that may be either voluntary or involuntary.

- (1) Resignation
 - (2) Retirement
 - (3) Contract cancellation/funding ends
 - (4) Event of an employee's death
 - (5) Position abolishment or layoff
 - (6) Disciplinary actions
- (E) Notice
- (1) Voluntary resignation. University non-faculty staff employees not under a contract may resign from employment at any time by providing at minimum, a standard two-week written notification to their immediate supervisor. Longer notice periods may be appropriate for key positions (manager level and above should provide at minimum, a thirty-day notice), and alternative notice arrangements may be negotiated with the employee and their department.
 - (2) Voluntary retirement. Staff employees who elect to retire through a state retirement system (OPERS, STRS, etc.) should provide their supervisor at minimum, a thirty-day notice of their intent to retire.
 - (3) Involuntary separation of classified employees due to disciplinary actions. Actions should be coordinated with the department's human resources representative. Classified employees may be involuntarily removed from civil service positions for failure of good behavior or other reasons articulated by state law. This includes disciplinary actions upon conviction of a felony.
 - (4) Involuntary separation of classified employees due to abolishment or layoff. Actions should be coordinated with the department's human resources representative. Classified employees may be involuntarily removed from civil services due to position abolishment or layoff due to lack of funds, lack of work, or lack of continuing need for the position.
 - (a) When the university determines that a position in the classified service will be eliminated, the employee currently occupying the position will have the option to select one of the following:
 - i. Take the involuntary separation of one week of pay per completed year of service with a minimum of four weeks and a maximum of twelve weeks;
 - ii. Accept a vacant classified position in the same job classification for which they qualify, if one is available; or

- iii. Accept a layoff and be placed on a recall list to be eligible to be recalled to the same job classification within the university for one year from the date of notice of layoff.
- (b) Any department that desires to remove, reduce, suspend or lay off a staff employee or abolish a position should contact their HR representative to ensure that the proper regulations are followed. The statement of rationale and/or documentation must be reviewed and on file with human resources prior to the layoff/reduction in force ("RIF"). In instances of larger scale reductions, human resources will conduct a disparate impact analysis in partnership with legal affairs/general counsel.
- (c) The university will provide classified employees a minimum of fourteen days written notice prior to an abolishment or layoff. The employee must notify human resources, in writing, within five calendar days of notice which of the available options they choose to exercise. Once human resources is notified, decisions may not be revoked. If the employee does not notify human resources of the option they choose to exercise within the notice period, the employee will accept a layoff and be placed on a recall list to be eligible to be recalled to the same job classification within the university for one year from the date of notice of layoff.
- (d) If more than one classified position is being eliminated at any given time, the option to select a vacancy will be provided in seniority order. The most senior impacted employee will be provided the option of vacancy first, followed by the next most senior, etc.
- (e) Employees choosing to accept an available vacancy will be required to serve a probationary period. Should the employee fail to successfully complete the probationary period, they will be considered laid off and will be provided fourteen days' notice. Employees failing a probationary period will not be placed on the recall list.
- (f) Those employees that elect layoff and are returned to the university from the recall list will not be listed as having a break in service.
- (g) Any impacted staff member interested in additional career support may contact human resources for resume review, interviewing tips, coaching, and other job resources that may be available.

- (h) This section excludes classified staff members who are on special contracts and/or on nonrenewable appointments as these time-limited appointments are identified at the outset of employment.
 - (i) This section is not applicable to staff covered by collective bargaining agreements.
 - (5) Involuntary separation of unclassified employees. Unless an unclassified employee is appointed pursuant to a contract stating a definite term of employment, unclassified employees serve at the will of an appointing authority. The university will provide unclassified employees ninety days written notice prior to separation unless the termination is for cause. Terminations for cause are immediate upon notification. Department should contact their human resources representative to ensure that the proper regulations are followed.
 - (a) The ninety-day period for unclassified separations without cause commences on the day the notice is personally delivered or when mailed to the employee's last known address. This ninety day period is a notice and will not be construed as a severance pay benefit or a change in employment conditions. Unclassified staff shall continue in their normally assigned positions, subject to termination.
 - (b) Bargaining unit employees receive notice as per their respective collective bargaining agreement.
 - (6) Due to death. The department should immediately submit the online separation information.
 - (7) Involuntary due to contract cancellation or funding ends. The department should contact their human resources representative immediately upon confirmation that the funding will be ending.
- (F) Ability to rescind a resignation
- (1) Classified civil service staff may rescind a resignation through the effective date of resignation.
 - (2) The appointing authority has the discretion whether to accept a request from unclassified staff for withdrawal of the resignation. Managers/supervisors should consult with their human resources representative upon receiving a request to rescind a resignation.

(G) Effective date

When an employee leaves the university for any reason, the effective date of the separation is the last day worked. If the employee works a shift that spans over two calendar days, the effective date of the separation will be the date the employee's shift ends. Employees may not use vacation or compensatory time after the last day worked to extend their service. Employees are expected to work through their notice period unless an alternative arrangement has been made and approved by human resources. If an employee resigns while on a leave of absence, reference policy 3364-25-123 Leaves of absence (other than FMLA) and sick leave accrual.

(H) Separation submission

The department is responsible for immediately submitting the online separation process for voluntary separations. The human resource representatives will be responsible for initiating the online separation process for involuntary separations.

(I) Returning university property

In all instances it is incumbent upon employees to return all university property and pay any outstanding debts prior to their departure. The following are examples of such items but is not intended to be an all-inclusive list:

- (1) ID card
- (2) Keys/access card
- (3) Library property/fines
- (4) Files (physical or electronic)
- (5) Office equipment or supplies

Uniforms Approved by: <u>/s/</u> _____ Matthew Schroeder EVP for Finance and Administration & CFO Date:	Policies superseded by this policy: • 05-67 Resignations (former HSC) • V-7-2 Personnel: Termination (former MC) • 05-011 Exit Interview (former HSC)
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Review/revision completed by: • <i>Human Resources Policy Committee</i>	Original effective date: <i>June 22, 2011</i> Review/revision date: <i>December 2, 2011</i> <i>June 4, 2013</i> <i>October 13, 2016</i> <i>September 3, 2019</i> <i>December 21, 2022</i> <i>October 26, 2023</i> <i>August 3, 2026</i> Next review date: <i>August 3, 2029</i>
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