



Category

POLICY: 2-15 Separation from Employment

Approval

LT Approved:	
Effective Date:	07/01/2022
Revised:	07/01/2022
Responsible Party:	Executive Director of Human Resources

Employees who voluntarily resign from their position with the College are expected to give proper written notice of their intent to resign to their supervisor and the People & Culture (P&C) department. The notice is to include the employee’s anticipated date of departure, reason for resignation and other pertinent data. The employee’s supervisor may accept the resignation immediately, or at any time during the period of notice. The College is obligated to pay only for time worked and is not legally required to continue payment of wages for time not worked during the period of notice. At the discretion of the employee’s supervisor, employees may be required to discontinue work immediately, in lieu of working during the period of notice.

The supervisor is to submit an Etrieve form named “HR Employee Termination” to inform People & Culture, IT, Security, and ITAS departments of the pending separation. Confidential information on the form, such as reason for separation and eligibility for rehire will only appear to the P&C team.

Faculty members who do not plan to return for the following academic year will notify their Dean as soon as possible and no later than May 15 of the current academic year.

Faculty members retiring mid-year are asked to do so at semester’s end. If a faculty member retires/resigns at the end of a semester within the academic year, the end of the Fall semester is defined as the end of the final exam/grade submission and does not include winter break.

If a faculty member resigns at the end of the Spring semester, the year ends after the final exam/grade submission or at the end of the fiscal appointment period.

Paid time off (PTO) may not be used for any portion of the period of notice unless there are extenuating circumstances, and it is approved by their Vice President or Executive Director in consultation with P&C. Failure to provide the proper notification may result in loss of eligibility for rehire.

In order to receive payment for accrued but unused PTO upon voluntary separation, proper notice must be given, and all days **worked**. If proper notice is not given and worked, accrued but unused PTO will not be paid out upon separation. Proper notice will be defined as ten business days for non-exempt employees and twenty business days for exempt employees. Business days will be defined as weekdays, Monday through Friday, excluding scheduled College closings such as

holidays. At the discretion of the President, the notice requirement may be waived or reduced in cases where a position is re-structured, and the employee accepts other employment prior to their scheduled termination date. Employees and faculty members who are terminated for “gross misconduct” as used by the Kansas Unemployment system or whose voluntary resignation date is escalated for “gross misconduct” as used by the Kansas Unemployment system will not be eligible for payout for accrued but unused PTO upon separation.

Upon employment termination (whether voluntary or involuntary), employees are expected to return all College property such as software, computer equipment, audio visual equipment, passwords, files, papers, badges, library materials, parking permit, keys, phones, credit cards, timecards, uniforms, training manuals, etc. It is the responsibility of terminating employees to settle any outstanding personal accounts with the College (including but not necessarily limited to, library fines, travel advances, overpayment of salary, under payment of any withholding or any debt or liability due the College). The last day at the College is considered the last day worked.

Once notice of resignation is given, the employee is no longer eligible for any adjunct agreement or supplemental pay scheduled to continue after the date of termination, if the work is no longer being performed. Merit based **lump sum bonuses** and/or pay increases will not be paid, even if the effective date of the bonus or pay increase is while the employee is still working within their period of notice.

Computer Access & Account Termination

This policy covers the disposition of email and other files stored on an individual’s college-owned computer or assigned space on the campus network when an individual’s employment with WSU Tech is terminated.

The College does not normally review the content of an employee’s electronic communication, but these files are stored on College computer systems and the College reserves the right to retain and access them as part of its responsibility for maintaining the College’s technology infrastructure or when deemed necessary for business reasons. It is important, therefore, that when an individual leaves employment at the College the following procedures are followed to ensure that all necessary files are transferred from these individual spaces to the appropriate person in the College. The “appropriate person” will be identified by the departing individual’s supervisor.

Voluntary Termination

A “voluntary termination” is characterized by mutual agreement between the employee and his/her supervisor, Executive Director, or Vice President about the terms and timing of the departure, and by a determination by the supervisor that they can work cooperatively with the departing employee to follow these procedures. It is the responsibility of the supervisor to make this determination.

In all good-will termination cases, the following procedures shall apply:

1. Upon notice of termination, it is the responsibility of the supervisor to work with the departing employee to arrange for the preservation of all business-related files both from the employee’s network space and email box. All equipment owned by the college must be returned to the supervisor no later than the final day of employment.

2. It is the responsibility of the supervisor to indicate on the submitted Etrieve Employee Termination form information about the transfer of email or other files that need to be migrated from the departing employee to a different individual in the department, even if this is on a temporary basis.
3. It is the responsibility of the departing employee to delete or transfer all files and email messages that are of a personal nature. These may be transferred to a flash drive or other USB external storage device.
4. In terms of email, the supervisor will arrange with IT to have a message put in place that goes to future senders of messages to the departed employee's @WSUTech email address indicating that the person is no longer in the employ of the College and indicating to whom messages should be sent if the message pertains to College business. This process would bounce the original message back to the sender along with the new WSU Tech contact information.

Involuntary Termination

“Involuntary termination” usually involves little or no notice on the part of the employee and/or the supervisor/manager, under circumstances that warrant prudent measures to protect the business interests of the college.

In all cases of involuntary termination, the following procedures shall apply:

1. As part of the termination process, **it is the responsibility** of the supervisor of the individual being terminated to arrange with the designated staff person in IT to secure all files both from the employee's network space and email box.
2. It is the responsibility of P&C to inform the Executive Director of Information Technology or Network Administrator and the Director of Safety & Security in advance of any involuntary termination so that appropriate arrangements may be made for the transfer of files, the timely closing of the account of the person to be terminated, and retrieval of keys and proximity card.
3. P&C will create and submit the Employee Termination form in Etrieve in coordination with the employee's supervisor. The “flow” of the form will ensure notification of IT what to do with the employee's electronic files and email. In terms of email, the supervisor will arrange with IT to have a message put in place that goes to the sender of messages to the departed employee's @WSUTech email address indicating that the person is no longer in the employ of the College and indicating to whom messages should be sent if the message pertains to college business. This process would bounce the original message back to the sender along with the new WSU Tech contact information.