

POLICY 2 EMPLOYMENT AND SEPARATION

Rule 2.09 - Separation

Separation of employees from University employment will be in accordance with the State Universities Civil Service System Statute and Rules.

Regulations

- 2.091 Resignation
Employees who intend to resign will notify their designated supervisors or the campus human resources office and follow campus resignation procedures.
- 2.092 Dismissal During Probationary Period
The head of the employing unit or a designee may dismiss an employee during the probationary period if the employee fails to demonstrate the ability and qualifications necessary to furnish satisfactory service (Civil Service Rule 250.110(g)). The employee shall be dismissed prior to the last day of probation and shall be informed not to report to work on the last day. The employee shall also be informed of the reasons for dismissal and that the reasons are not reviewable unless they are discriminatory (see also Rule 16.09).
- 2.093 Termination
The head of the employing unit or a designee, in consultation with the campus human resources office is responsible for the decision to terminate extra help, temporary, apprentice, trainee, and learner employees. The head of the campus human resources office is responsible for terminating provisional employees who fail to achieve status.
- 2.094 Discharge/Demotion/Suspension
Procedures for discharge, demotion, and suspension of employees are addressed in Policy 16, Conduct and Discipline, Rules 16.06 - 16.08.
- 2.095 Notice
Notice of separation of status and non-status appointees will be made to the Director of the State Universities Civil Service System by a quarterly or monthly report except for employment transactions involving demotion, dismissal in probation, discharge, disciplinary suspension, and suspension pending discharge, which will require individual reports.