



## STAFF EMPLOYMENT MANUAL

**Title: 6.0 Employee Relations**

**Chapter: 6.10 Termination of Employment**

**Issuance Status and Effective Date: July 2011**

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### 1. General

Terminations are broadly classified into four categories: dismissals, involuntary terminations, voluntary terminations and expiration of a contractual appointment. Every non-contractual employee has the right to terminate his/her employment at will, i.e., voluntarily. Conversely, the University reserves the discretionary right to terminate an employee's service at its will, i.e., involuntarily. The University strives, however, to maintain practices and conditions which motivate employees to continue their employment and which lessen the need for involuntary terminations. The University's objective is to maintain a low rate of terminations, either voluntary or involuntary, as is feasible in the face of economic and operational realities.

### 2. Dismissal

- a. Dismissal is defined as involuntary termination associated with an employee's conduct, job performance, fitness for the work or ability. It is differentiated from an involuntary termination for reasons which are not employee associated, such as reductions in staff, expiration of contractual appointment or organizational consolidation. Dismissal implies failure or inability on the part of the employee to correctly respond to the requirements of the job or the needs or policies of the University. This failure may be willful or it may be through no fault of the employee.
- b. Ordinarily there are no instant dismissals. This is for the University's protection as well as the employee's. When the situation dictates that the employee be immediately removed from the premises, or that it is impossible to continue the employee in his/her normal duties, the employee may be suspended from duty with or without pay to allow orderly review and consideration of the dismissal. The final act of termination generally follows the completion of this review process. Some examples that would warrant immediate suspension and/or dismissal are gross insubordination, moral turpitude, theft, possession of illegal drugs, physical violence or the threat of physical violence and fraud including, but not limited to, padding claims and expense accounts. This list of offenses is not all inclusive. Management retains the right to decide the level of discipline which is appropriate based upon relevant facts and circumstances.
- c. HRD, the Internal Auditor, Public Safety and/or internal or external resources may be requested to assist in the investigation of any serious case of employee misconduct.
- d. All dismissals must be approved by the Executive Director of HRD or designee.
- e. Under Connecticut State Law, an employee dismissed from his/her employment is entitled to all pay due before the end of one business day following dismissal. (See also **4.02-7(e), Pay Procedures (e).**)

### **3. Involuntary Terminations**

- a. A reasonable notice period will be provided to employees being terminated involuntarily, unless the dismissal is for misconduct or unwillingness to perform duties. The University tries, but does not guarantee, to give two weeks' notice to an employee it is terminating. Pay in lieu of notice may be granted at the discretion of the department head with approval from HRD.
- b. The employee's supervisor will inform the employee of the termination and the circumstances relating to it.
- c. Eligibility for severance payments, if any, is in accordance with **5.18, Severance Pay**.

### **4. Voluntary Terminations**

- a. Providing a two week notice of resignation is common. Notification of resignation of one month or more is expected for higher-level exempt employees. The University reserves the right to accept or refuse part or all of the amount of notice a resigning employee offers and make the resignation effective immediately.
- b. An absence of three consecutive working days without notification or failure to report to work on the first working day without approval following any type of leave of absence is considered a voluntary resignation.

### **5. Exit Interviews**

HRD conducts exit interviews, as appropriate, and coordinates related procedures for terminations. Exit interviews serve to ascertain a terminating employee's plans and intentions, finalize paperwork, discuss benefit continuation options and receive opinions which may contribute to improved conditions of employment at the University. The employee's immediate supervisor, at the discretion of HRD or as requested by the terminating employee, may be informed of the content of the exit interview as well as any opinions expressed. Terminating employees are required to return keys, parking permits, identification cards, Purchasing cards and any and all University property to their supervisor, Public Safety or HRD at the time of termination. All access to University email, Banner and voicemail systems will be terminated upon separation of employment.

### **6. Unemployment Compensation**

HRD is responsible for monitoring unemployment compensation claims. The University is self-insured and pays all claims on a dollar-for-dollar basis while the State of Connecticut administers the program according to law.

### **7. Letters of Recommendation**

A letter of recommendation which is not reviewed and approved by an Officer of the University does not represent the University's recommendation, but only the personal views of the author. Such recommendations are unauthorized. If a supervisor wishes to give a personal recommendation, it should clearly be stated that it is a personal recommendation, and it should not be written on University letterhead. (See also **6.11-2, Verification of Employment**.) In all other instances, HRD will only verify name, dates of employment, salary and title held while employed at the University of Hartford.