

STAFF HIRING AND EMPLOYMENT POLICIES

Terminations

Employment at the university is with the mutual consent of the staff employee and employer and either party may terminate the relationship at-will, with or without advance notice, and with or without cause.

Involuntary Terminations

No staff employee may be involuntarily terminated from the university without the termination request first being reviewed by Personnel Services. Categories of involuntary terminations include: Misconduct, Separation, Release and Layoff, Resignation-Job Abandonment. Departments must contact Personnel Services before initiating any involuntary termination. Additional procedures are required for layoffs and separation due to reorganization. (See section 1.9 Layoffs and Reorganizations.) After the termination request has been reviewed and approved by Personnel Services, it may be submitted by Personnel Services to the Office of the General Counsel for additional review. If the termination is acceptable, Personnel Services will notify the department to proceed with the termination. If it is necessary to remove the staff employee from the workplace immediately, the staff employee must be placed on administrative leave until the review is completed. The determination as to whether or not a staff employee is eligible for rehire will be made by Personnel Services based on information provided by the department.

California state law requires that employees who terminate involuntarily receive their final paychecks, including all accrued vacation leave and overtime pay, at the time of termination. A department that is unable to provide a final paycheck within the time required must contact Personnel Services immediately. Staff employees who have resigned, been discharged for cause, have retired, or who have abandoned their jobs are not eligible for separation pay or pay in lieu of notice. Only staff employees who have been terminated due to layoff or reorganization are eligible for severance pay. Prior to initiating any action to terminate a staff employee on leave, a department must contact Personnel Services. Staff employees who receive additional pay or benefits beyond that allowed by university policy will be required to enter into a Settlement Agreement and General Release with the university. Departments must contact the Director of Personnel Services on the University Park campus at (213) 821-8111 or on the Health Sciences campus at (323) 442-1010 to make the necessary arrangements.

Benefits coverage ends on the last day of the month in which a staff employee terminates. Terminating staff employees should contact the Office of Benefits Administration to discuss options for continuation of benefits coverage.

Voluntary Terminations

Categories of voluntary terminations include Resignation and Retirement. When appropriate, voluntary terminations may be reviewed by Personnel Services to verify that the reason for the termination is accurately recorded and that related issues are addressed (e.g., ongoing investigations, complaints, etc.).

In order to facilitate the termination process and allow adequate time for check preparation, as well as to facilitate appropriate transfer of work duties, a staff employee who elects to leave the university or transfer to another department is requested to advise his or her supervisor in writing at least two (2) weeks prior to the intended last day. If that staff employee is a department head or supervisor, he or she is requested to provide written notice at least four (4) weeks prior to the intended last day. Copies of this notification should be forwarded to the home department coordinator.

Issued by: Todd R. Dickey
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California State law requires that staff employees who terminate voluntarily and who have given at least seventy-two (72) hours notice must receive their paychecks on their last working day. If a staff employee has not given sufficient advance notice, he or she must be paid within the ensuing seventy-two (72) hours. A department which is unable to provide a final paycheck within the time required must contact Personnel Services immediately. Timely payment is essential.

Unless alternative arrangements are made (e.g., department pick-up, mail, etc.), staff employees must pick up final paychecks from their home department coordinator. Questions regarding the calculation of final paychecks should be directed to the staff employee's supervisor or home department coordinator.

Staff employees who have resigned, been discharged for cause, have retired, or who have abandoned their jobs are not eligible for severance pay or pay in lieu of notice. Only staff employees who have been terminated due to layoff or reorganization are eligible for severance pay. Prior to initiating any action to terminate a staff employee on leave, a department must contact Personnel Services. Staff employees who receive additional pay or benefits beyond that allowed by university policy, will be required to enter into a Settlement Agreement and General Release with the university. Departments must contact the Director of Personnel Services on the University Park campus at (213) 821-8111 or on the Health Sciences campus at (323) 442-1010 to make the necessary arrangements.

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