



**Angelo State University**  
**Operating Policy and Procedure**

**OP 52.05: Beginning and Ending Dates of Employment**

**DATE:** July 16, 2015

**PURPOSE:** The purpose of this Operating Policy /Procedure (OP) is to establish dates of employment and termination for all employees.

**REVIEW:** This OP will be reviewed in July every three years, or as needed, by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by August 15 of the same year.

**POLICY/PROCEDURES**

**1. Beginning Dates of Employment**

The beginning date for the appointment of new employees is normally the first day the employee physically reports to work.

- a. New hourly (non-exempt) staff employees may have a beginning employment date of either the 1<sup>st</sup> or 16<sup>th</sup> of the month.
  - (1) If the 1<sup>st</sup> or 16<sup>th</sup> falls on a holiday or weekend the new employee may start on the day after the holiday or weekend.
- b. Hiring managers are encouraged to start new salaried (exempt) staff employees on the 1<sup>st</sup> of the month.
- c. Internal employee transfers should follow the same date guidelines as above.
- d. Current student employees who are hired as staff employees will be treated as all other new staff employees and should also follow the same start date guidelines as above.
- e. Employees may not be appointed on a holiday, Saturday, or Sunday, except under the following circumstances:
  - (1) Appointment is to effect continuous employment within the university or a direct transfer from another state agency or institution.
  - (2) Appointment is to a position that requires the new employee actually to begin work on a holiday, Saturday, or Sunday.
  - (3) Appointment is to a monthly salaried position that is effective on the first day of a calendar month, provided that the appointment requires performance by the employee

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of all of the customary duties of the job for all of the official working days of the month in which the employment is to begin.

## **2. Ending Dates of Employment**

In most cases, the employee's last day worked will be the date of separation. However, an employee may remain on the payroll after separation to use accrued vacation leave, in which case their date of separation will be the last day of the accrued leave (see OP 52.49 Vacation Leave for more information).

Appointments made from grants or contracts may terminate in accordance with the terms of the grants or contracts.

## **3. Applicability**

This policy applies to all staff employees of the university.