[Major revision: April 18, 2013]

Angelo State University
Operating Policy and Procedure

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

DATE: April 18, 2013

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 April of odd-numbered years by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by May 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 1st or 16th of the month.

   (1) If the 1st or 16th fall on a holiday the new employee may start on the day after the holiday.

b. Hiring managers are encouraged to start new salaried (exempt) staff employees on the 1st 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

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

For effective dates of separation of employment, the following provisions apply:

a. An employee who has performed all of the customary duties of the job for all scheduled working days during the month shall receive full pay for the month. In cases where the last calendar day of the month is not a usual working day (weekend or holiday), the payroll removal date shall be the last calendar day of the month. Otherwise, the last day worked will be the date of separation.

b. If an employee has taken either vacation or sick leave in excess of the amount earned, the date of removal from payroll will be adjusted from the last actual day of work by the number of work days or hours of vacation or sick leave owed.

c. 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 salary-paid staff employees of the university.