[Major revisions: June 1, 2015]

Angelo State University
Operating Policy and Procedure

OP 52.39: Separation from University Employment

DATE: June 1, 2015

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish procedures for employees who are leaving employment with the university because of voluntarily resignation, involuntarily termination, or retirement.

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

POLICY/PROCEDURE

1. Voluntary Resignation

Staff employees should provide their supervisor at least two calendar weeks' notice prior to the effective date of resignation to remain in good standing with the university. The notice should be in writing, either as a memorandum, letter or email. Upon receipt of the notice, the supervisor should acknowledge and accept the resignation. The resignation notice should be forwarded to the Office of Human Resources for the personnel file. All voluntary resignations shall be reported via the Staff Leaving Employment (EndJob) ePAF.

2. Involuntary Termination

In accordance with OP 52.10 Discipline and Dismissal, employees may be terminated for cause. Upon final determination of termination, employees must vacate their workplace on or before the effective date of termination. This date is determined by the termination letter given to the employee. The termination letter and any supporting documentation must be forwarded to the Office of Human Resources for the personnel file. All involuntary terminations shall be reported via the Staff Leaving Employment (EndJob) ePAF.

3. Retirement

Employees who meet the eligibility requirements for ORP or TRS retirement and choose to retire should provide their supervisor at least two calendar weeks' notice prior to the effective date of retirement to remain in good standing with the university. The notice should be in writing, either as a memorandum, letter or email. Upon receipt of such notice, the supervisor should acknowledge and accept the employee's retirement. The retirement notice should be forwarded to the Office of Human Resources for the personnel file. All employee retirements shall be reported via the Staff Leaving Employment (EndJob) ePAF.

4. Exit and Clearance Process

All employees (staff and faculty) are expected to visit the Office of Human Resources to complete his or her exit interview and any necessary separation of employment paperwork. This applies to personnel who are separating employment because of voluntary resignation, involuntary termination, and retirement. **This exit and clearance process must be initiated by the departing employee, no later than two days before the employee's last workday**. If the employee has any outstanding parking or moving violation tickets or outstanding library fines/unreturned materials, these must be resolved with the university's Parking Services Office or the Porter Henderson Library before the employee's last workday. University keys in the possession of the departing employee should be returned to the university's Key Shop. All other university property (parking tags, cell phones, laptop computers, etc.) should be turned in to the departing employee's department.

The following information is provided to departing employees:

a. Final Paycheck:

Generally the employee will receive the final paycheck through direct deposit for hours worked.

b. Unused Vacation

(1) An Angelo State University staff employee who separates from state employment for any reason is entitled to be paid for his or her accrued vacation balance as of the date of separation, if he or she has accrued six months of continuous state employment at any time during his or her lifetime.

(2) Payment for unused vacation hours is normally generated on a supplemental payroll AFTER the termination month and will be distributed in the same manner as the employee receives his or her final paycheck.

(3) If the employee transfers employment directly to another Texas state agency without a break in service, the employee cannot receive a lump sum payment for unused vacation. Instead, vacation balances will be transferred to the new state agency employer.

(4) Refer to OP 52.49 Vacation Leave for further information.

c. Unused Sick Leave Hours

(1) Upon separation of employment for any reason, employees will not be paid for any accrued sick leave. Unused sick leave at separation is forfeited.

(2) Employees who transfer directly from one state agency or institute of higher education to another will have their sick leave balances transferred.

(3) Please refer to OP 52.42 Staff Sick Leave for further information regarding restoration of sick leave balances.

d. Sick Leave Pool Voluntary Donation

Employees who leave university employment may voluntarily contribute to the sick leave pool. The sick leave pool is intended to help current employees who suffer a catastrophic illness or injury, which caused them to exhaust all sick leave time earned. Retiring employees may contribute any unused sick leave balance to the pool. Other employees who leave university employment may contribute one or more days of sick leave to the pool in eight hour increments. Any sick leave hours that are contributed by a terminating employee to the sick leave pool may not be restored under any circumstances upon return to employment with the Angelo State University or any other Texas state agency. Please refer to OP 52.41 Sick Leave Pool for further information.

e. Group Health and Dental Insurance

Health and dental insurance coverage ends at the end of the employee's separation month.

The federal law known as COBRA requires most employers to offer employees and their families the opportunity for a temporary continuation of their group health insurance coverage at group rates when the employee separates from employment. The Employee Retirement System of Texas (ERS) mails out the COBRA information (rates and instructions) to every employee who had insurance coverage at the time of termination. The terminated employee or their dependents must formally elect continuation coverage on the forms provided to them by ERS and submit these forms along with the appropriate premium payment within 105 days of the date coverage terminated or the date of notice, whichever is later. Failure to do so will result in the forfeiture of your continuation coverage.

The employee may request a certificate of health coverage as proof of coverage for a future employer, if required. Please refer to OP 52.07 COBRA for further information.

f. Life Insurance and Disability Insurances (LTD, STD, ADD)

At termination, the employee's group term life insurance and disability insurances (if enrolled) will end at the end of the employee's separation month.

g. TexFlex Reimbursement Accounts

The terminating employee does not have to continue making TexFlex health care contributions through the end of the plan year after his/her termination date, unless the employee chooses to continue participation through COBRA. Any eligible health expense an employee has after termination is not reimbursed unless the employee chooses to continue participation through COBRA. An employee may submit claims for expenses between September 1 and his/her termination date. The deadline to submit claims is December 31 of the following year. The employee's debit card is deactivated on the last day of the month of employment.

h. Teacher Retirement System (TRS)

The departing employee may leave accumulated contributions with TRS, receive a refund of his or her TRS contributions, or transfer the funds to an individual retirement account

(IRA). If the employee completes the Notice of Final Deposit and Request for Refund Form (TRS 6) for a refund, there is a 2 to 4 months processing time. The Teacher Retirement System in Austin will mail the refund check to the address specified by the employee on the TRS-6 Form.

i. Optional Retirement Program (ORP) and Tax Sheltered Annuity (TSA)

If the departing employee is a participant in the Optional Retirement Program (ORP) or the Tax Sheltered Annuity (TSA) and wishes to rollover or withdraw the funds, the appropriate financial advisor must be contacted to complete the necessary paperwork.