

University Policy 200.20
SEPARATION OF EMPLOYMENT

Responsible Administrator: Office of the President

Responsible Office: Office of Human Resources

Originally Issued: August 2006

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Authority: Office of the President

Policy Statement

It is the policy of Claflin University to maintain a workforce of highly qualified, competent, and dedicated workers. The University recognizes that employees may terminate their employment through retirement and resignation. When employees reach eligibility they may elect to retire from the University. Employees may resign their positions for career progression, home and family responsibility, relocation, and for other personal reasons. Should the University experience the need to reduce its operating budget or restructure its workforce, it may be required to eliminate positions and implement a layoff.

Statement of Purpose

This policy establishes guidelines to ensure that Claflin University administers separations due to RETIREMENT, RESIGNATION and LAYOFF in a consistent, fair, and uniform manner.

Applicability

This policy is applicable to all administrators, faculty, staff, and hourly employees.

PROCEDURE

Employees may separate from the University due to the following reasons:

- Retirement
- Resignation
- Reduction in Workforce

Retirement

Retirement guidelines are based upon the rules and regulations governing the retirement plan. An employee who wishes to retire from the University must contact the Office of Human Resources to meet with a representative to discuss the retirement process. The University should be given a ninety-day (90) notification.

Resignation

An employee who wishes to terminate his or her employment by resigning from the University is expected to submit a written notice to the immediate supervisor at least two weeks in advance of the separation date. Employees in certain key administrative positions should attempt to provide at least four weeks of notification. The supervisor is responsible for immediately forwarding the original letter of resignation to the Office of Human Resources for further action. Resignation letters are reviewed and acknowledged by the University President.

The President assumes responsibility for officially accepting resignations on behalf of Claflin University. A written acceptance letter is sent to the employee with the exit interview / clearance information.

Contract workers are expected to honor the duration of their contract.

Reduction in Work Force

Should it become necessary to reduce the work force because of lack of work or lack of funds, the University will institute a workforce layoff. Employees will be laid off with due consideration for merit and length of service. The University will notify the affected employees as soon as the decision is made to implement a layoff. Employees will be given an advance notice of not less than ten (10) days and preferably as much as thirty (30) days.

The University may provide the following assistance to layoff employees:

- Help with finding another job at the University or with another agency
- Offer to give a reference to prospective employers with written consent
- Recommend that employees verify, in accordance with South Carolina law, their eligibility for unemployment benefits with the Unemployment Compensation Division of the South Carolina Employment Security Commission.

Group Insurance

Health, disability, vision and dental group / accident insurance

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