



# University of North Alabama

## Staff Handbook

### Separation of Employment

Employees may be separated from university employment under the following conditions:

**Resignation:** All employees who voluntarily resign their positions are expected to give at least a two-week notice of resignation. Employees in supervisory positions, who voluntarily resign their positions, are expected to give at least one-month notice of resignation. Notice of resignation must be in writing, submitted to the employee's immediate supervisor and to the President.

Employees submitting resignations are paid through the last day worked and receive their checks on the first payday following resignation.

If the above prescribed advance notice has been received, the employee (non-exempt) with at least three months of service is eligible for payment, at time of separation, for all unused annual leave carried over from the previous year plus that accumulated for the current year. Exempt employees are eligible for this payment regardless of length of service. However, the University reserves the right to require that the employee take the accrued leave during the notice period.

Other benefits may be available; consequently, all who anticipate resignation or ceasing employment for any reason should contact the Office of Human Resources to discuss the status of their benefits following their separation.

### **Abandoned Position**

Should an employee quit their job without notice, fail to return to duty after the expiration of authorized leave, or fail to return to work at a designated, agreed-upon time/date, they are assumed to have abandoned their position. In addition, failure to notify the University of an absence of three or more consecutive workdays is considered job abandonment unless the employee can prove that it was impossible to notify their supervisor of the absence in advance. Abandonment of one's position is considered a voluntary resignation.

**Retirement:** An employee who decides to retire and is eligible to do so, must prepare a letter to their supervisor and to the President expressing their intent. The employee should also contact Human Resources to arrange to complete an application for retirement with the Teachers' Retirement System of Alabama (TRS). TRS requires receipt of the application no earlier than 90 days and no later than 30 days prior to the requested retirement date.

Upon receipt of the application, the TRS provides the prospective retiree with a statement of monthly benefits entitlements under a number of options prior to a required selection.

Details regarding TRS benefits are detailed on the [Office of Human Resources website](#) and in the [TRS Member Handbook](#).

**Dismissal:** Although the University seeks to promote good relations with its employees and, accordingly, strives to treat its employees fairly, the University must maintain the exclusive discretion and right to exercise the customary functions of management, among which is dismissal.

The employees of the University are employees "at will," and the University must maintain its absolute discretion to dismiss employees consistent with the needs and goals of the institution. Staff employees have

no contract or property rights to their employment and/or benefits, and they are employed at the will of the University and only so long as the employment is consistent with the best interests of the University. Employees may be dismissed with or without prior notice, and the University is in no way obligated to provide pay in lieu of notice, either during or after an employee's provisional period. No such terminations will be made for unlawful reasons.

**Incapacity to Perform Duties:** University employees must be able to physically and mentally perform the essential functions of their assigned positions with or without reasonable accommodation, depending on individual circumstances. If acceptable performance is not achieved, and remedial action does not overcome the performance deficiency, termination may be appropriate.

**For Cause:** University employees may be terminated for policy and/or rule violations. Each offense will be examined individually as some are more egregious than others. For more information, see the "Rules Disciplinary Action" policy.

**Provisional Period:** An employee may be terminated at any time during the provisional period if it is warranted by lack of adequate progress (as measured by job-related criteria), if it is requested by the employee, or for other reasons at the option of the University.

**Reduction in Force:** It may become necessary to reduce the number of university staff employees because of reduction in work, reduction in funds, or in the interest of economy.

**Expiration of Appointment:** Temporary employees are hired for a specified period or project. In such case, the employment contract specifies the exact termination date or states "upon completion of project." A temporary employee's employment is subject to termination at any time prior to the termination date at the convenience of the University based on budget constraints and workload, or for any reason in the best interest of the University.

**Disability:** An employee who becomes disabled as a result of non-work-related incident or illness and is no longer able to perform his/her job as a result, may elect to resign their employment based on their disability. Once an employee has been placed in a disability status (whether drawing disability or not), a job notice may be posted and the position filled. The former incumbent will no longer have a claim to the former job or other like position with the University after six months of consecutive absence from the job.