

Policy Title: Separation from Employment

Policy Summary: Guidelines for Employee Separation From Employment from Drake University

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

Policy establishing guidelines and expectations for employee separation from employment from Drake University including the at-will status of non-contract employees, expectations for giving notice of separation from employment and settling of financial obligations and returning of property to the University.

Purpose

The purpose of this policy is to establish guidelines and expectations for employee separation from employment from Drake University.

Scope

This policy applies to all University employees with the only exception potentially being an employee who has signed an employment contract.

Policy

Drake University is an "at-will" employer, meaning both you and the University may end the employment relationship at any time or for any reason. The only exception to this may be an employee who has signed an employment contract.

Giving Notice of Separation

For a voluntary resignation, written notice of two weeks for non-exempt positions, and thirty (30) calendar days for exempt positions is required unless waived by the University. Should an employee accept a position with another University Department, they may be asked to assist with the transition by remaining in their position for a period of time beyond the normal notice period on a full or part-time basis. The two impacted departments should work cooperatively in an effort to agree on an appropriate transition schedule. If necessary, Human Resources can assist with the transition schedule.

Financial Obligations

Prior to an employee's last day of employment, Human Resources will contact internal departments to notify them that the employee's employment is ending. These offices may contact the employee regarding any outstanding financial obligations. The University will deduct from the employee's final paycheck any personal outstanding obligations such as library, telephone, parking and travel expenses, pro rata tuition rebates or those of their dependents, cost of rekeying/lost keys, unearned payroll advances or for any other lawful purpose accruing to the departing employee's benefit.

University Property

Employees are responsible for returning all University property prior to the last day of employment. Employees should make arrangements with their management to return such items, redistribute work, change voice messages, and notify remaining staff or clients.

Last Review Date: January 2021

Effective Date: August 2016