

SEPARATION AND REHIRE OF STAFF AND ADMINISTRATORS

POLICY STATEMENT

This policy provides guidance related to the separation from employment of staff and administrators.

REASON FOR THE POLICY

This policy communicates expectations to employees regarding voluntary separations, provides information regarding the workforce reduction process, and defines the conditions under which an employee may be credited with past service following termination and subsequent rehire.

POLICY

Resignation of Employment

A Resignation is a Courtesy Extended from an Employee to the University.

In the case of a resignation, a signed letter of resignation is expected. The letter must state the reason for resignation and last day to be worked. This letter must be attached to an E.R.C.R. and forwarded immediately to the Department of Human Resources by the appropriate department head.

Staff employees are requested to provide the University with at least two weeks' advance notice of their intent to leave their jobs at Chapman University. Such notice is accepted only in writing.

Administrators are requested to supply the University with at least thirty days' advance notice of their intent to leave their jobs at the University. Such notice will be accepted only in writing and must indicate last day to be worked and the reason for resignation.

In addition, the University is not obliged to honor resignation notices given inappropriately far in advance, or to honor otherwise reasonable resignation notices if a resigning employee fails to carry out his/her work responsibilities in a professional manner during the notice period.

Retirement Age

In accordance with Federal and State law, and except in certain limited circumstances, there is no mandatory retirement age for Staff and Administrators. Generally, most employees in the past have chosen to retire at or around the age of 65. If an employee is nearing his/her own personal date for retirement, the University will appreciate being notified of the employee's plans so that succession or replacement issues can be addressed.

Layoffs

In the event of a workforce reduction, Chapman University will consider demonstrated work performance and abilities, the University's need for particular positions, and any other relevant factors, as well as length of employment, to determine order of lay-off.

Credit for Prior Service following Rehire of Staff or Administrative Personnel

An employee may be credited with past service following termination and subsequent rehire. An adjustment of the hire date is necessary to accrue benefits accurately based on actual time worked rather than original date of hire.

Employees will be credited with prior service provided the elapsed time between termination and date of rehire does not exceed 365 days, and the previous employment period was in excess of 180 days' duration.

Credit for prior service in such circumstances is implemented by advancing the previous hire date by the number of days equal to those in the break of service.

OFFICE RESPONSIBLE FOR POLICY

Human Resources

Contact information for questions about this policy:

Michael Nee, nee@chapman.edu, (714) 997-6924

WEBSITE ADDRESS FOR THIS POLICY

https://www.chapman.edu/faculty-staff/human-resources/_files/policies/staff-separation-policy.pdf

APPROVAL AND PUBLICATION DATES

Effective: (Date of publication)

This policy was published in June 1998 as part of the Staff and Administrative Handbook, sections of which were amended in March 2017. In March 2021 the sections of the handbook were separated into policies, with no substantive change in content.

RELATED MATERIALS

N/A