

Policy: Termination

B. Voluntary Resignation: Voluntary resignation occurs when an employee

(FMLA) or General Leaves Policies, and Reasonable Accommodation Policy. In such instances, the date of termination shall be the date on which the employee was expected or required to return to work from leave, consistent

1. For staff, the decision process and communication of an involuntary termination will generally follow the procedures found in the Corrective Action Policy. Staff who wish to appeal a termination decision can do so consistent with the process described in the Review and Appeals Policy.
2. For Faculty, the decision process and communication of an involuntary termination will follow the procedures found in the Faculty Handbook or other policies applicable to faculty.

V. GENERAL EXPECTATIONS:

- A. For staff, the effective date of the termination is the last day worked. Staff may not use vacation or other time off benefits during the last day worked to extend their termination date or service.
- B. For faculty, the effective date of the termination is (1) the date provided in the written notice by the faculty member to the University of resignation or retirement and accepted by the University, (2) a termination date as provided in the process under the Faculty Handbook, or (3) an alternative date is agreed upon by the faculty member and the University.
- C. Employees are expected to work through their notice period, unless an alternative arrangement has been made and approved by Human Resources.
- D. Retention of JCU Property and Information: During or prior to the notice period, employees are prohibited from deleting, downloading, destroying, or removing any physical or electronic documents, or property that belongs to the University or that contains sensitive or confidential data belonging to the University or regarding its students, employees, donors, or vendors.
- E. Except in the case of retiring faculty, or as provided in this paragraph, all access to University email and networks will end on the last day of employment. Retention of email accounts for retiring faculty is governed by the Email Naming Convention and Assignment Policy. In particular circumstances, at the time of notice of termination or intent to resign, the certain University resources or information, including IT resources, prior to the last date of employment.
- F.

coverage will

The full monthly share of insurance premiums will be deducted by the University from their last pay. Information about continuation of health coverage for the employee and eligible dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be provided to the employee.

- H. Tuition Waiver Benefits If an employee terminates within the first half of the semester, that benefit is forfeited and the employee is responsible for the full cost of the tuition. If an employee terminates within the second half of the semester, the employee will not have to repay the cost of tuition. For employees using the tuition exchange benefits, host institutions will be notified of the termination and will determine the eligibility for the continuation of benefits.
- I. Return of University Property: Employees must return all University property at the time of termination, including but not limited to uniforms, P-cards, university-issued equipment, cellphones, keys, laptops, parking passes, and identification cards. Employees should not take with them files, property, or work product that belong to the University or that contain data belonging to the University or regarding University students, employees, donors, or vendors, or any confidential or sensitive data belonging to or related to the University. Supervisors are responsible to coordinate with Human Resources to ensure that all University property is returned. Failure of the employee to return specified University property will result in deductions from the employee's final paycheck

