Staff Termination

Staff considering resignation should contact the immediate supervisor.  Sometimes the supervisor can suggest an alternative.  If an employee does decide to leave, a minimum of two weeks written notice is needed. A month’s notice is preferable when possible.  An exit interview may be requested.

Before departure, staff will need to return all SCU property in possession and return university keys to the HR Director.

All employees who voluntarily resign are eligible to be paid for unused vacation leave accumulated for the current year.

There are times, however rare, when an employee does not meet university standards and is subject to termination or discipline.  Discussion with supervisors and attempts to remedy the problem(s) usually precede termination.  Matters which may result in termination or discipline include, but are not limited, to the following:

* Unsatisfactory job performance
* Repeated tardiness
* Excessive absence
* Insubordination
* Illegal acts
* Dishonesty
* Falsification of SCU records
* Misconduct
* Destruction of SCU property
* Cause

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| *Source:* Staff Handbook 2013, p11 |
| *Policy Revised:* |