



Policy 4.65

Terminations of Employment

Responsible Official: VP for Human Resources

Administering Division/Department: Employee Relations

Effective Date: January 01, 2010

Last Revision: July 05, 2012

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Overview

Emory recognizes two types of termination, voluntary and involuntary. In no event shall termination decisions be based upon reasons of race, color, religion, creed, sexual orientation, national origin, age, sex, disability or veteran/reserve/National Guard status.

Department management shall have the authority, responsibility and accountability for terminations occurring within their departments. Human Resources must be consulted before any involuntary termination occurs, to ensure appropriate process and documentation.

Policy Details

Resignation

Resignation is a termination of employment by a voluntary action of the employee with advance notice.

To resign in good standing, an employee is expected to give at least two-weeks notice in writing. In certain key positions, additional notice may be expected.

Resignation without sufficient notice may be considered job abandonment.

Job Abandonment

Job Abandonment occurs when an employee does not report to work over a three-day period and does not communicate with the department as to his/her intention to return to the job. This is a voluntary termination.

The department must attempt to contact by telephone or in writing the employee who does not show or call to work for three days. If unsuccessful, the department must then send a registered letter (return receipt requested) to the employee with notification of pending job status. A copy of all documentation must be forwarded to Human Resources.

In addition, employees who resign without sufficient notice may be considered to have abandoned their jobs and may not be eligible for rehire. Departments must consult with Human Resources and provide supporting documentation of the resignation without notice.

Involuntary Termination

Involuntary termination is termination for cause as determined by the employer. Prior to termination, department management must review the situation, supporting documentation of progressive discipline, and related information with Human Resources.

A termination should be verbally communicated to the employee whenever possible, and a formal letter of termination

provided. This letter should indicate the effective date of termination, the reason based on the facts, and information regarding final pay. Human Resources is available to assist departmental leadership with a termination.

Employees terminated for unsatisfactory performance, attendance, or behavior are not eligible for rehire at Emory University, Emory Healthcare or Emory Affiliates. Emory reserves the right to designate other terminated employees as ineligible for rehire depending upon the circumstances. For more information, refer to the Progressive Discipline and Standards of Conduct policies .

Inability

Inability is a no-fault termination from employment because an employee is unable to perform the duties of the job. Inability includes:

- The employee lacks the necessary skills and abilities to perform the job.
- The employee is not able to perform the essential functions of the job on a regular basis.

eHRAF

The department must update the employee's electronic appointment record as soon as the effective date of termination is known.

EXIT INTERVIEW

The supervisor should encourage the employee to complete an exit interview.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.65>
- <http://policies.emory.edu/4.65> (http://)

Contact Information

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Revision History

- Version Published on: Jan 04, 2010
- Version Published on: Jan 04, 2010
- Version Published on: Apr 21, 2008
- Version Published on: Jun 19, 2007 (*Original Publication*)

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