Overview

When it is time for an employee to leave Emory, whether it's due to a termination, resignation, retirement or other reason, certain procedures must be followed to ensure that Emory's policies are met and Emory's property is returned. HR has developed standard operating procedures and a required online checkout process.

Applicability

N/A

Policy Details

Types of Separations
Termination

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.

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.

Retirement

Employees who reach retirement age can elect to retire from Emory. Once an employee has formally announced their intended retirement date, supervisors/HR Reps should verify their retirement eligibility with a Benefits Specialist in central Human Resources at least three months before the proposed

Standard Operating Procedures for Exiting Employees:

1. Follow the steps listed on the Exit Process webpage located on the HR website.
2. Complete the required online checkout for the employee. This will ensure that all required tasks have been properly assigned.
3. The employee and the supervisor must sign the Property Return and Confidentiality Agreement and the signed copy must be uploaded to the online checkout. If a signed form is not received for the employee, they will be marked ineligible for rehire in the HR System (not all involuntary terminations disqualify an employee from being rehired at Emory).

4. Encourage the employee to complete the exit interview survey.

5. Verify the employee’s job record has been properly recorded in the HR system.

**Supervisor’s Responsibility**

The employee’s direct supervisor is ultimately the one who is responsible for ensuring that all standard operating procedures are followed, the online checkout is completed, and the employee’s job record is properly updated in the HR system. HR Reps can assist the supervisor with any and all of these tasks. Failure to follow the procedures and/or ensuring the PeopleSoft employment record is updated on time may result in disciplinary action.

**Notice of Emory Property and Data Return**

Employees, physicians, contractors, students or other agents who as either information providers or information users intentionally and without proper authorization (1) access or disclose confidential Emory information or (2) modify or destroy Emory information or (4) fail to return Emory physical or intellectual property are in direct violation of Emory’s policies. Under certain circumstances, such violations may give rise to civil and/or criminal liability.

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**Definitions**

N/A

**Related Links**

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

**Contact Information**

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**Revision History**

- Version Published on: July 1, 2019
- Version Published on: July 5, 2012
- Version Published on: January 1, 2010
Document Information

Document Title
Terminations of Employment

Document Description
N/A

Approval Information
Approved On: 07/05/2012
Approved By: Del King
Approval Expires: 07/05/2017
Approval Type: Manual Entry
Document Location: / Human Resources (EU) / Employee and General Policies / Employee Relations
Keywords: N/A
Printed By: Guest User
Revision Number: 1.0
Standard References: N/A
Note: This copy will expire in 24 hours.