

Separating from UCSC

UCSC Local Procedures

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Overview

There are various reasons an employee separates from the University. The following pages contain policy information and processes for separating or transferring from, or within, UCSC. In addition, these pages include requirements for employees, supervisors, and HR Service Team Representatives for completing the separation process.

Note: Academic employees should contact their Division for Separation Procedures.

Resignation Overview

Resignation is considered to be a **Voluntary Separation** from the University.

Process Overview:

- A. **The Employee** submits intent to end appointment and final time record to their supervisor.
- B. **The Supervisor** acknowledges the resignation, and notifies the [HR Service Team Representative](#) (HRSTR), and unit/division of the employee's intent to separate.
- C. **The HRSTR** processes the separation paperwork and final paycheck.
- D. **The HRSTR** meets with the employee on their last day to deliver final paycheck and Termination of Employment Benefits Checklist.

Procedure

See [Separation - Voluntary Resignation](#) for policy and procedure details.

Retirement Overview

Retirement is considered to be a **Voluntary Separation** from the University.

Process Overview:

- A. **The Employee** contacts the Benefits office to start retirement process, and submits intent to end appointment and final time record to their Supervisor.
- B. **The Supervisor** acknowledges the retirement and notifies the [HR Service Team Representative](#) (HRSTR), and unit/division of the employee's intent to separate.
- C. **The HRSTR** processes the separation paperwork and final paycheck.
- D. **The HRSTR** meets with the employee on their last day to deliver final paycheck and Termination of Employment Benefits Checklist.

Procedure

See [Separation - Voluntary Retirement](#) for policy and procedure details.

Job Abandonment Overview

Job Abandonment is considered to be a **Voluntary Separation** from the University.

Process Overview:

- A. **The Supervisor** consults with [HR Service Team Representative](#) (HRSTR) to confirm whether job abandonment has occurred.
- B. **The Supervisor** notifies their unit/division of possible job abandonment.
- C. **The HRSTR** provides written notification signed by the supervisor to the employee of the intent to separate due to job abandonment. The notification states the reason for the separation, the effective date of the separation, and states the employee's right to respond to the University within fourteen (14) calendar days. The notification is mailed to the employee's home address with a [Proof of Service Form](#).

- a. If the employee responds, the supervisor, in consultation with their HRSTR, will determine whether separation is appropriate.
- b. Issue notice of final decision to employee.
- c. If employee does not respond, issues notice of separation to employee.

D. **The Supervisor** sends the final time record to HRSTR.

E. **The HRSTR** processes the separation paperwork and final paycheck.

F. **The HRSTR** mails the employee their final paycheck and Termination of Benefits Checklist.

Procedure

See [Separation - Voluntary Job Abandonment](#) for policy and procedure details.

Expiration of Limited Appointment Overview

An **Expiration of Limited Appointment** occurs when an employee who is hired into a limited or casual/restricted position is automatically terminated as of the last day of the appointment, unless there is an earlier separation or a formal extension of the appointment in writing.

Process Overview:

A. **The Supervisor** acknowledges in writing to the employee the end date of the limited appointment.

B. **The HR Service Team Representative (HRSTR)** processes separation paperwork and final paycheck.

C. **The HRSTR** meets with the employee on their last day to deliver final paycheck and Termination of Employment Benefits Checklist.

Procedure

See [Separation - Expiration of Limited Appointment](#) for policy procedure details

Indefinite Layoff

Process Overview

Layoff occurs when the University determines the need for layoffs due to the lack of funds, lack of work, or lack of work due to reorganization. An indefinite layoff is a layoff for which no date for return to work is specified, or no date of restoration to the former appointment percentage of time is specified.

A. **The Unit Head*** consults with their HR Service Team Representative (HRSTR) regarding staffing options due to the lack of funds, lack of work or lack of work due to reorganization, including positions affected by the layoff.

B. **If indefinite layoff/reduction in time remains the appropriate option**, the Unit Head identifies positions within the layoff unit for whom the indefinite layoff/reduction in time is proposed. Normally, the layoff unit is the area over which the unit head has budgetary authority, or as specified by the collective bargaining unit.

C. **The HRSTR** calculates the seniority for employees within the classification(s) and layoff unit to be affected by the indefinite layoff/reduction in time and completes the Layoff Worksheet for each employee to be affected. The order of indefinite layoff/reduction in time within a job classification, within a layoff unit, is in inverse order of seniority.

D. **The Unit Head** identifies employee(s) selected for layoff and notifies the appropriate divisional office and their HRSTR.

E. **The Unit Head** completes the [Layoff Worksheet](#)(s) for those employees selected for layoff and forwards to the HRSTR.

F. **The HRSTR** completes the *Layoff Notice(s)*, requests *Layoff Resources Packet(s)* from Employment, and forwards to the supervisor(s) of affected employees. Advance notice to employees varies from 30 to 60 days dependent upon policy or contract provision. Pay in lieu of notice may be provided. The Layoff Notice shall include date of layoff, reason for layoff, amount of seniority, the period of preferential rehire and recall, and the number of weeks of severance available (if applicable).

G. **Upon receipt of Layoff Notice** copy from HRSTR, **Employment** places employee on preferential rehire list.

H. **The Supervisor** meets with the employee to discuss the layoff decision and provides the Layoff Notice and Layoff Resource Packet.

I. **The Employee has 14 days to respond to HRSTR** from date of Layoff Notice if they wish to elect severance pay in lieu of preferential

rehire and recall rights. If employee selects severance pay, but should resign prior to their layoff date, they shall not receive severance pay as they are not laid off. The separation will be recorded as a voluntary resignation.

- J. **If the employee elects severance pay in lieu of preferential rehire and recall rights**, HRSTR advises Employment. Based upon the employee's election and rights, employee's name is removed from the preferential rehire and recall list.
- K. **If the indefinite layoff is resulting in a separation of the employee**, the HRSTR processes separation paperwork and final paycheck and meets with the employee on their last day to deliver final paycheck and Termination of Employment Benefits Checklist.
- L. **If the indefinite layoff is resulting in a permanent reduction in time**, the HRSTR enters information into PPS. Refer to PPS User Manual-Staff Actions-Change in Percent of Appointment.

***Unit Head** can also refer to manager or supervisor.

Procedure

See [Layoff/Involuntary Reduction in Time](#) for policy and procedure details.

Interdivision Transfer Overview

A permanent **Interdivision Transfer** takes place when an employee ends employment at one division/unit, to accept a new position at a different division/unit, within the same UC campus location.

This process focuses on permanent transfers of employment within UC Santa Cruz, without a break in service. Although an interdivision transfer is not considered a separation from UC employment, it does result in separation activities associated with the original appointment.

Process Overview:

- A. **The Employee** informs supervisor of intent to transfer employment to another unit/division within UCSC, and submits resignation and final time record.
- B. **The Supervisor** acknowledges the resignation in writing, and notifies the HR Service Team Representative (HRSTR), and unit/division of the employee's intent to transfer employment within UCSC.
- C. **The HRSTR** processes the appropriate paperwork and data entry, and facilitates accurate pay and transfer of leave accrual balances.

Procedure

See [Separation - Interdivision Transfer](#) for policy and procedure details.

Interlocation Transfer Overview

A permanent **Interlocation Transfer** takes place when an employee ends employment at one UC campus location (e.g., UCSC), and accepts employment at another UC campus location (e.g., UC Davis), without a break in service and with no intent for the employee to return to the original UC campus location. This process focuses on permanent transfers of employment within the UC system, without a break in service.

Although an interlocation transfer is not considered separation from UC employment, it does result in separation activities associated with the UCSC appointment.

Process Overview:

- A. **The Employee** informs supervisor of intent to transfer employment to another UC campus, and submits resignation and final time record.
- B. **The Supervisor** acknowledges the resignation in writing, and notifies the HR Service Team Representative (HRSTR), and division/unit of the employee's intent to transfer employment.
- C. **The HR Service Team Representative (HRSTR)** processes the appropriate transfer paperwork and coordinates with the central Payroll Office to ensure accurate pay and transfer of leave accrual balances.
- D. **The HRSTR** meets with the employee on their last day to obtain signatures on separation documents

Procedure

See [Separation - Interlocation Transfer](#) for policy and procedure details.

Medical Separation- Non UCRP-Disability Income Overview

Process Overview

An employee with a disability may be separated from the University if the impairment prevents safe and effective performance of the essential functions of the employee's position, with or without reasonable accommodation. Medical Separation will generally occur after efforts to provide reasonable accommodation are unsuccessful.

Departments and employees can consult with the Disability Management Coordinator at any step of the process.

- A. **The Unit Head** completes and submits the Request for Medical Separation form to the Disability Management Coordinator.
- B. **The Disability Management Coordinator** analyzes the Request for Medical Separation form, prepares a Review of Request for Medical Separation form and Summary of Reasonable Accommodation Assessment report.
- C. **The Disability Management Coordinator** discusses the Medical Separation Request with the Benefits Manager and forwards the medical separation documents to Labor Relations, Risk Services, and EEO/AA designated representatives for review upon receipt of authorization from the Benefits Manager.
- D. **Labor Relations, Risk Services, and EEO/AA** designated representatives review the medical separation documents and if in disagreement with the Disability Management Coordinator's recommendation, notifies the Benefits Manager within 7 working days of issuance of report.
- E. **The Benefits Manager** reviews responses from the EEO/AA, Risk Services, and Labor Relations designated representatives and forwards the medical separation documents to the Staff Human Resources Director for review.
- F. **The Staff Human Resources Director** makes the final determination regarding the appropriateness of medical separation.
- G. **The Benefits Manager** notifies the HR Service Team Representative (HRSTR) of the final determination and provides copies of the medical separation documentation.
- H. **The HR Service Team Representative (HRSTR)** prepares the Notice of Intent to Medically Separate letter for the Unit Head's signature and mails it to the employee, with appropriate attachments and Proof of Service form, if medical separation is approved.
- I. **The Employee** has the right to respond orally or in writing within the time period designated in personnel program or bargaining agreement.
 - a. If the employee responds, the HRSTR consults with the Disability Management Coordinator and the Staff Human Resources Director to obtain a determination as to whether separation is still appropriate. If it is not appropriate, an alternative course of action will be determined.
- J. **HRSTR** prepares Notice of Medical Separation letter for Unit Head's signature and mails it to employee with final paycheck, termination packet and Proof of Service form, if the employee's response date designated in the Intent to Medically Separate letter has passed and the employee has not responded or if the employee responded timely and it is determined that medical separation is still appropriate. HRSTR processes termination paperwork, PPS and Separation Date activities.
- K. **The Employee** receives written notice, completes termination paperwork, submits it to appropriate offices and returns all UC property to the supervisor or appropriate office.
- L. **The Disability Management Coordinator** sends the employee a letter explaining the Special Re-employment process upon receipt of the Notice of Medical Separation.

Procedure

See [Medical Separation- Non UCRP-Disability Income](#) for policy and procedure details.

Medical Separation- UCRP-Disability Income Overview

Process Overview

- A. **Retirement Counselor** notifies HR Service Team Representative (HRSTR) of employee's approval to receive UCRP disability income and the effective date, once it has been confirmed with the Disability Management Coordinator that the Interactive Process has been completed. (Employee may waive the Interactive Process)
- B. **The HRSTR** prepares the Notice of Intent to Medically Separate letter for Unit Head's signature and mails it to the employee, with

appropriate attachments and Proof of Service form.

- C. **The Employee** has the right to respond to the notice orally or in writing within the time period designated in personnel program or bargaining agreement.
 - a. If the employee responds, the HRSTR, consults with the Disability Management Coordinator and the Staff Human Resources Director, to obtain a determination as to whether medical separation is still appropriate. If it is not appropriate, an alternative course of action will be determined.
- D. **The HRSTR** prepares Notice of Medical Separation letter for Unit Head's signature and mails it to employee with final paycheck, termination packet and Proof of Service form, if the employee's response date designated in the Intent to Medically Separate letter has passed and the employee has not responded or if the employee has responded timely and it is determined that medical separation is still appropriate. The HRSTR processes termination paperwork, PPS and Last Day activities.
- E. **The Employee** receives the notice, completes termination paperwork, submits it to appropriate offices, and returns all UC property to the supervisor or appropriate offices.
- F. **The Disability Management Coordinator** sends the employee a letter explaining the Special Re-employment process upon receipt of the Notice of Medical Separation.

Procedure

See [Medical Separation- UCRP-Disability Income](#) for policy and procedure details.

Termination of MSP Employees Overview

Managers and senior professionals holding career appointments in salary grades I through VII may be terminated when, in management's judgment, the needs or resources of a department or the performance or conduct of an employee do not justify the continuation of an employee's appointment.

Process Overview:

- A. **Supervisor/Department Head** consults with Labor Relations to determine if an employee is to be terminated and proceeds with the termination.
- B. **Supervisor/Department Head** issues employee a written *Notice of Intent to Terminate*.
- C. After consideration of the employee's timely response or after eight (8) calendar days have passed, the **supervisor/department head** notifies the employee of the action to be taken.
- D. **An employee** terminated for reasons other than misconduct shall receive at least sixty (60) calendar days notice. The sixty (60) calendar days notice shall be counted from the date of the issuance of the Notice of Intent to Terminate. **Pay in lieu of advanced written notice of termination** may be granted by a supervisor or department head.

However, if the termination is for misconduct, the employee may be suspended without pay as of the date of the notice of intent to terminate, and the employee may be terminated immediately on the eighth day following the date of the notice of the intent to terminate or after consideration of the employee's timely response to the notice of intent to terminate, whichever is earlier.

- E. **Termination assistance** may be granted via a separation agreement prepared by **Labor Relations**.

In conjunction with Labor Relations, the Supervisor/Unit Head shall consult with the principal officer regarding what assistance, if any, shall be provided to the employee.

- F. **Labor Relations** notifies HRSTR of proposed termination and will discuss the timeline for final paycheck and separation paperwork.
- G. **Supervisor/Department Head** provides the HRSTR with a copy of the *Notice of Intent to Terminate*, the *Notice of Action* and the final approved time record.
- H. **The HRSTR** processes separation paperwork and final paycheck.
- I. **The HRSTR** meets with the employee on their last day to deliver final paycheck and *Termination of Employment Benefits Checklist*.

Procedure

See [Termination of Career Employees -- MSP](#) for policy and procedure details.