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Voluntary Termination

To separate in good standing, support staff members must give a minimum of two weeks notice of resignation to their supervisors. The supervisor can waive the notice period.

To separate in good standing, senior staff members must give a minimum of one month's notice of resignation. The supervisor can waive the notice period.

Staff members who give insufficient notice are not eligible for re-employment.

A notice of resignation must be confirmed in writing, either by the staff member or the supervisor, and a copy immediately forwarded to the divisional human resources office or human resources manager. It should include the last day of work, the effective date of the resignation and the reason for the resignation.

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Involuntary Termination

Involuntary termination requires prior review and concurrence by a representative of the divisional human resources office or human resources manager. The basis for the termination and facts supporting the action must be fully documented.

Termination during the original introductory period does not require two weeks notice or equivalent pay instead of notice.

Except as provided by University policy, staff members dismissed for misconduct are not eligible for re-employment in any division of the University.

If a staff member is absent for three consecutive days without contacting the supervisor, the staff member will be considered to have abandoned the position and will be terminated. A review of the circumstances by a representative of the divisional human resources office or human resources manager may result in reinstatement of the staff member.

Temporary employees must be removed from Departmental payroll after 6 months from the date of hire. Casual employees who have not received pay in the previous 12 month calendar period must be removed from the Departmental payroll.

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Reduction In Force

Full-time and part-time staff members who are involuntarily terminated due to a reduction in force will be given written notice as far in advance as possible, but not less than 30 calendar days notice.

Each staff member is expected to work until the effective date of the termination, unless an exception has been approved by a representative of the divisional human resources office or the human resources manager.

If an individual is rehired by the University within twelve (12) months following termination, the individual is eligible for the benefits associated with the new position. The employment date remains the same as it was prior to termination.

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#### Termination Date

Termination date is the last day of work exclusive of days of vacation to be paid. Each staff member is expected to work until the effective date of the termination, unless an exception has been approved by a representative of the divisional human resources office or the human resources manager.

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#### Records

Upon termination of a staff member, all relevant personnel forms and records are to be sent to the divisional human resources office.

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#### Terminal Pay

Sick leave—staff are not paid for unused accrued sick leave at termination, except as provided in Section 14, E.3.

Vacation leave—Staff members hired or reinstated prior to July 1, 2013, and who terminate following 120 days or more of service will be paid for unused accrued vacation leave, up to a maximum of 44 days, unless the termination is for unauthorized taking of University money or property.

Staff members hired or reinstated on or after July 1, 2013, and terminate following 120 days or more of service will be paid for unused accrued vacation leave, up to a maximum of 22 days, unless the termination is for unauthorized taking of University money or property.

Floating holidays—there is no payment for unused floating holidays at termination.

#### **DISCLAIMER**

This manual does not constitute an express or implied contract and its provisions are not intended to be contractually binding. Each staff member's employment is terminable at will, and each has the right to end employment with the University at any time for any reason and the University reserves this same right.

#### **RESERVATION OF RIGHTS**

THE UNIVERSITY RETAINS ALL MANAGERIAL AND ADMINISTRATIVE RIGHTS AND PREROGATIVES ENTRUSTED TO IT AND CONFERRED ON EMPLOYERS INHERENTLY AND BY LAW. THESE INCLUDE, BUT ARE NOT LIMITED TO: THE RIGHT TO EXERCISE JUDGMENT IN ESTABLISHING AND ADMINISTERING POLICIES, PRACTICES AND PROCEDURES, AND TO MAKE CHANGES IN THEM WITHOUT NOTICE; THE RIGHT TO TAKE WHATEVER ACTION IS NECESSARY IN THE UNIVERSITY'S JUDGMENT TO ACHIEVE HOPKINS' GOALS; AND THE RIGHT TO SET THE STANDARDS OF PRODUCTIVITY AND SERVICES TO BE RENDERED, ETC. FAILURE OF THE UNIVERSITY TO EXERCISE ANY SUCH PREROGATIVE OR FUNCTION IN A PARTICULAR WAY SHALL NOT BE CONSIDERED A WAIVER OF THE UNIVERSITY'S RIGHT TO EXERCISE THAT PREROGATIVE OR FUNCTION IN THE FUTURE OR TO PRECLUDE IT FROM EXERCISING THAT PREROGATIVE OR FUNCTION IN SOME OTHER WAY.