

PPP-06 Resignation and/or Termination

Each terminating employee shall submit a resignation in the form of a letter to his/her immediate supervisor, in accordance with his/her appointment agreement/contract: clerical and support staff are requested to give 14 days notice; administrative employees are requested to give 30 days notice. Faculty members are required to submit their letters of resignation through their department chairperson, dean and vice president. In the event of dismissal, the supervisor must submit a letter of termination to the Office of Human Resources.

Any employee whose resignation becomes effective in the middle of any pay period, will be issued a final paycheck at the end of the pay period. Personnel employed before July 1, 1981 are also eligible for a refund of the amount they have contributed to the Tennessee Consolidated Retirement System (TCRS). TCRS refund forms are available in the Office of Human Resources.

Upon separating from the university, a Check-Out Form must be completed for all employees, including part-time, temporary or graduate assistants. The Employee Check-Out Procedures and the Check-Out Form, completed by the separating employee's chair/director or his/her designee, are attached (6.1).

Upon termination of employment, an employee will be paid for all accrued but unused annual leave as of their last working day. Payment should be made with the employee's normal payroll cycle. Employees funded by grants/contracts may be required to use their leave prior to termination.

An employee who is dismissed for gross misconduct, or who resigns to avoid dismissal for gross misconduct, will not be entitled to any compensation for accrued but unused annual leave at the time of dismissal.

As noted in Tennessee Board of Regents Policy No. 5:01:00:00, an employee who is absent from duty for more than three (3) consecutive business days without giving notice to the appointing authority or appropriate manager concerning the reason for such absence and without securing permission to be on leave or who fails to report for duty or to the immediate supervisor or the appointing authority within two (2) business days after the expiration of any authorized leave of absence, absent unusual circumstances causing the employee's absence or preventing the employee's return, is considered as having resigned not in good standing.

Termination of Support Staff

TCA § 49-8-117 requires formal hearings under the Tennessee Uniform Administrative Procedures Act for support staff demoted or terminated "for cause."

A support staff employee who is demoted, suspended without pay or terminated for cause must **always** be given the option of a hearing. Exceptions would be in the case of a reduction in force or abolishment of the position, termination at the conclusion of the initial probationary period even if that six-month period is extended, or if the employee is considered to have resigned after three days of unexcused absence. (TBR Memorandums dated May 15, 1997 and September 24, 1998.)

PPP-06 Resignation and/or Termination

Employee Check-Out Procedures

The following procedures are to be followed when processing employment termination. These procedures apply to all employees, including those who are part-time, temporary or graduate assistants.

1. Each terminating employee shall submit a resignation in the form of a letter to his/her immediate supervisor which will be forwarded to the Office of Human Resources.
2. The chair/director or his/her designee will be responsible for completing the attached CHECK-OUT Form. Upon completion of the form the chair/director or his/her designee will be responsible for delivering the form to the Office of Human Resources, 307 Dossett Hall. **Failure to achieve final clearance of all items within seven (7) working days of the employee's last pay day may result in his/her final check being delayed.**

Please direct all questions to the Office of Human Resources, Ext. 94457.