



Title: #IV-28A. Separation from Employment at WVU Parkersburg

Date: December 16, 2024 (Replaces version dated September, 25, 2024)

Voluntary Employment Separations

A voluntary separation of employment occurs when an employee submits a written or verbal notice of resignation that includes the last date of employment (including intent to retire) to his or her supervisor or when an employee fails to properly report off work for two consecutive workdays (job abandonment, Answer Book IV-28, §G-2). Employees include all individuals fulfilling a necessary institutional role for pay. This includes classified and non-classified, exempt and non-exempt employees, whether full-time or part-time, who work directly for the institution on an hourly or salaried basis.

Procedures

1. Employees are encouraged to provide a minimum of two weeks' notice of their intent to resign and to provide a written notification with end date of employment to the employee's supervisor.
2. Upon receiving the resignation, the manager shall notify the human resource (HR) department by sending a copy of the resignation letter and any other pertinent information (e.g., employee's reason for leaving, last day of work).
3. HR will confirm receipt of resignation to both supervisor and employee.
4. The HR department will coordinate the employee's departure, including the employee's return of institutional property, a review post-termination benefits status, and the completion of an exit interview. Employees who possess a security clearance must meet with the security officer for a debriefing no later than their last day of employment. Employees with electronic equipment must meet with IT to turn in their laptop, phone, etc.

Involuntary Employment Terminations

An involuntary termination of employment, including a layoff of over 30 days, is a management-initiated dismissal, with or without cause.

Procedures

1. **Reduction in Force** may occur due to lack of funds, lack of work, abolition of position or significant changes in duties. Affected employees may be discharged.
2. **At-Will Employment** Non-classified employees serve at the will and pleasure of the institution (133CSR55-5). As such, they may be discharged without cause.

3. **Performance and Conduct Violations** If an employee fails to meet performance or conduct standards, disciplinary actions, up to and including termination, may be taken. Prior to involuntary termination or other action that impacts the employee's wages, the supervisor must consult HR to ensure compliance with relevant policies, particularly for cases requiring written warnings (Answer Book IV-28). For immediate dismissal without prior corrective actions, grounds for gross misconduct must be substantiated.
 1. **Gross Misconduct** is defined as, but is not limited to:
 1. Insubordination and/or disobedience
 2. Illegal activities
 3. Neglect of duties, including failure to properly report off work for two consecutive workdays; sleeping on the job; leaving the work site without authorization; disguising or removing defective work; willfully limiting production and/or influencing others to do the same.
 4. Jeopardizing the health, safety or security of persons or college property; verbal or physical assault, bringing weapons to the work site, arson, or sabotage.
 5. Reporting to work under the influence of alcohol or narcotics, using, possessing or distributing same in the course of employment
 6. Dishonesty and/or falsification of records (including time sheets)
 7. Convictions with a rational employment nexus
 8. Causes for dismissal of a faculty member as specified in Section 12 of WV Council for Community and Technical College Education Procedural Rule, Title 135, Series 9.
 2. **Performance Improvement** If appropriate, a performance improvement plan (PIP) may be implemented. PIPs are advisable when an employee has a rating of 1 in one or more competencies based on performance evaluation metrics (Answer Book IV-14,2-h)
 3. **Termination Process** If HR recommends proceeding with involuntary separation, the termination process must be initiated in the Administrative Processes system by the supervisor. Approvals are required from the second-level supervisor, the VP/Dean/Executive Director, HR, and the President.
 1. **Final Meeting** Before moving forward with the involuntary separation, an interview shall be scheduled with the employee to discuss the policies, procedures, or other violations that have occurred. HR will update personal contact information including personal email, phone number, and mailing address. The employee shall be dismissed from campus at that time, and the employee's access to systems and facilities shall be suspended.

2. **Appeals** The employee may have up to 24 hours to respond to the allegations. Any verbal or written response from the employee over the next 24 hours shall be noted and included in the employee's personnel file.
 3. **Last Day of Employment** Unless otherwise specified, the day of the final meeting will be considered the employee's last day of employment if no further actions are taken.
 4. **Grievances** An employee who believes they have been disciplined unjustly may file a grievance if they believe the termination violated laws, policies, or agreements, according to Answer Book IV-26 Grievance Procedures, pursuant to [WV Code §6C-2. Et seq.](#)
 5. **Final Pay**

An employee who resigns or is discharged will be paid through the last day of work, plus any unused annual leave, in compliance with state laws. In cases of an employee's death, the final pay due to that employee shall be paid to the deceased employee's estate or as otherwise required under state law.
 6. **Health Insurance** Medical, dental and vision insurance coverage terminates on the last day of the month the employee separates employment or is terminated. An employee will be required to pay his or her share of insurance premiums through the end of the month. Information about COBRA continuation coverage will be provided at a later time via the employee's personal contact information (phone, email address or personal mailing address).
 7. **Return of Property**

Employees must return all institutional property at the time of separation, including uniforms, tools, cellphones, keys, laptops, parking tags and identification cards. WVU Parkersburg may pursue criminal charges for failure to return company property.
- 4. Eligibility for Rehire**
Employees who leave WVU Parkersburg in good standing with proper notice may be considered for rehire. Former employees must follow the normal application and hiring processes and must meet all minimum qualifications and requirements of the position, including any required qualifying exam. Rehired employees will not retain any benefits or special qualities except those required by law. Employees who are involuntarily terminated by WVU Parkersburg for cause or who resign in lieu of termination are ineligible for rehire. In addition, employees who resign without providing adequate notice or who abandon their job will not be consider for rehire.

Death of an Employee

A separation due to the death of an employee will be made effective as of the date of the death.

Procedures

1. Upon receiving notification of the death of an employee, the employee's manager should immediately notify HR.
2. The benefits administrator shall, in cooperation with the WVU benefits administration, provide all necessary assistance to assure the appropriate beneficiary payments from the various benefits plans are disbursed in accordance with policies and regulations.

STUDENT EMPLOYMENT SEPARATIONS

Student employees are enrolled students working in positions exclusive to students. When a student is no longer enrolled, they are ineligible for continued employment in their student position. A student worker is not eligible for leave accrual or benefits (§133-55-5.1d).

Procedures

Supervisors request a student worker through the student worker requisition system. Student workers may be either work study student employees or a non-work study student employees. If a student has been selected for a position that is canceled, it is the responsibility of the requesting party to notify the student the position has been canceled.

Voluntary Separation

Students who are unable to continue in their position should notify their supervisor as soon as possible and should include an end date to their employment. They may notify their supervisor verbally, by email or in writing. It is not sufficient to tell a co-worker; they should let their supervisor know directly.

Involuntary Termination

Students may be experiencing their first employment opportunity. Supervisors should clearly communicate job expectations, provide support for improvement, and document these efforts. Clearly articulating the position expectations may include a job description that defines the dates and times of employment, the minimum qualifications for the position, the roles and responsibilities, and any other information that will enable the student to be successful in their position. The supervisor should document when the expectations for the position were shared.

In the event that the student exhibits deficiencies in meeting the expectations, supervisors should consider how they can help their student worker be successful in their employment and intervene to help the student succeed. Supervisors should document their intervention efforts.

If a student is unable to meet expectations after intervention, the supervisor may proceed with involuntary termination by informing the student of the decision and ensuring return of institutional property and cancellation of access. It is the supervisor's responsibility to ensure they deactivate the timecard by canceling the position, collect any equipment or institutional property the student may have had in their possession, and ensure any special access to facilities is terminated.

**Responsible Administrator: Executive Director, Human Resources & Compliance,
304-424-8212**