

Separation:

Definition:

- For any type of separation from employment at Jackson State University (for example, expiration of appointment, dismissal, medical separation, layoff, release during probation, termination of employment contract, transfer to another location).

Policy: A recommendation for termination should occur either in cases of unsatisfactory progress or non compliance with the university's procedures or regulations relevant to the employees work.

STEPS FOR TERMINATION PROCESS:

- Step 1:** Supervisor/Manager meets with department head and Vice President to review termination package. If approved by Vice President, continue to Step 2.
- Step 2:** The department submits a letter to the Office of Human Resources Director requesting approval for termination of employee. The department must include justification for termination. (See Sample #1)
- Step 3:** The HR Director will respond to the department with approval or denial of request (Sample #2). If approved, then the department should prepare the letter using the template (Sample #3). If rejected, the letter will reflect the reason of denial.
- Step 4:** If approved, the department will complete the termination PAF and forward template letter (Sample #4) to the Office of Human Resources for processing using the effective termination date (i.e. one month notice for regular staff or one week notice for probationary employees). Secondly, provide notification to the employee of the decision to terminate his/her contract.
- Step 5:** The department supervisor and terminating employee must complete "Exit Interview Forms" and forward to the Office of Human Resources. The department is responsible for collecting all university property including keys, cell phones, I.D., parking decal, laptops, and etc.

Exit Interview Forms

When an employee separates, the supervisor and the employee are responsible for completing an Exit Interview Form. The supervisor is responsible for gathering information and collecting items belong to the university. It is crucial that employees receive this information in a timely manner so they can make informed decisions within certain deadlines (See Step 5).

Sample #1

Request for Termination of Employment

Please Note: Include justification of termination along with supporting documentation and forward to the Office of Human Resources along with the letter.

(Department's Letterhead)

DATE: Month/Day/Year

TO: Sandra Sellers
Director, Office of Human Resources

FROM: Supervisor/Manager's Name and Department

RE: Request for Termination of Employment

This letter is written to request your permission to terminate (EMPLOYEE'S NAME) in the position as (POSITION TITLE) in the Department/Office of _____ at Jackson State University.

(Include justification here)

(Signature)

Department Head/Vice President

Sample #2

Approval for Termination of Employment

Please Note: If approved, the termination letter will continue through the approval process to the Office of Human Resources. The Office of Human Resources is responsible for the actual entry of the PAF into the Human Resources Information System (Banner).

(Office of Human Resources Letterhead)

DATE: Month/Day/Year

TO: Supervisor/Manager's Name and Title

FROM: Sandra Sellers
Director, Office of Human Resources

RE: Approval for Termination

This is to inform you that your recommendation to terminate (**EMPLOYEE'S NAME**) in the position as (**POSITION TITLE**) in the Department/Office of _____ at Jackson State University has been approved/denied by our office.

Please prepare a Personnel Action Form with the effective date of termination and forward to the Division of Human Resources immediately along with the necessary signature approval. You should also notify the employee of your decision to terminate his/her employment via letter in the format approved to you by our office.

If you have any questions, please call at (601) 979-2015.

(Signature)

Department Head/Vice President

Sample #3

Termination of Employment

(Department's Letterhead)

DATE: Month/Day/Year

TO: Employee's Name

FROM: Supervisor/Manager's Name and Department

RE: Termination of Employment

This letter is to notify you of our decision to terminate your employment in the position of **(POSITION TITLE)** in the Department/Office of _____ at Jackson State University, effective _____.

In accordance with the guidelines outlined in the staff handbook, you are hereby given one week's/month's notice of termination from this university.

Your last day of work will be _____. However, you will be paid through _____. If applicable, all uniforms, keys and other property and equipment shall be returned to the department by _____.

If you have any questions, please give me a call.

Cc: Director/Vice-President

Sample #4

"NO" Cause Termination Letter:

Please Note: A "no" cause termination letter is a letter from the supervisor to an employee informing the employee of the termination of their employment for those instances where the employee is at no fault or "termination at will". For a "no" cause termination, the University may terminate the employment of regular staff personnel on notice of one month (30 days). (Staff Handbook, p. 47).

(Department's Letterhead)

Today's Date

Employee Name
Address
City, State, Zip Code

Dear Mr/Ms/Mrs. Jane Doe:

This letter is written to inform you that your services are no longer be required as **{Position Title}** for the **{Department Name}**. You are being released from your duties immediately and will be compensated through **(Effective termination date)**.

Sincerely,

Supervisors Name

Cc: Director/Vice-President

Sample #5

"JUST Cause" Termination Letter:

Please Note: A "just cause" termination letter is written from a supervisor to an employee informing the employee of the termination of their employment for specific reason or for "cause" (e.g. the employee's performance was deficient in some way - chronic tardiness, poor work quality, inexcusable neglect of duty, insubordination or disobedience, etc.). (Staff Handbook, page 42).

(Department's Letterhead)

Month/Day/Year

Employee Name
Address
City, State, Zip Code

Dear Mr/Ms/Mrs. Jane Doe:

This letter is written to inform you that your employment is being terminated for **(state reason)** as **{Position Title}** for the **{Department Name}**. And your employment will be terminate effective {Date Notice is Given}. You are being released from your duties immediately; and will be compensated through the termination effective date.

Sincerely,

Supervisors Name

Cc: Director/Vice-President

Sample #6

Unsatisfactory Probationary Termination Letter:

Please Note: A probationary termination letter is written to an employee informing the employee of the termination of their employment during the probationary period within a five (5) day notice. This particular letter is written for those instances where the employee was given a probationary period to prove the quality of his/her work and failed to meet the expectations of the employer (Staff Handbook, pg. 10).

(Department's Letterhead)

Today's Date

Employee Name
Address
City, State, Zip Code

Dear Mr/Ms/Mrs. Jane Doe:

This letter is written to inform you that your services will no longer be required as {**Position Title**} for the {**Department Name**}. Your employment will be terminate effective {**Date Notice-Five (5) days**}. You are being released from your duties immediately; and will be compensated through the termination effective date.

Sincerely,

Supervisors Name

Cc: Director/Vice-President