



Effective: July 1, 2019
Last Revised: 12/12/2022

Responsible University Office:
Human Resources

Responsible University Administrator:
Vice Chancellor for Business and Finance

Policy Contact:
*Scott Benson, Human Resources Director
Bensonsa1@unk.edu*

Resignation and Dismissal

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Scope

This policy is applicable to all non-academic UNK staff and is intended to supplement the University of Nebraska Administration Human Resources Handbook for Policies.

Policy Statement

Resignation

Office/Service and Managerial/ Professional employees shall not have a property interest in continuing employment by UNK except and only to the extent of:

- (1) The advance notice prescribed below which the University is required to give to terminate the employment relationship, or
- (2) The term stated in a written appointment to a position or a written contract of employment, whichever is longer.

Unless otherwise expressly stated in a written appointment to a position or in a written contract of employment duly approved and executed by the University, regular Office/Service and Managerial/Professional employees are considered employees at will, and either the University or the employee may terminate the employment relationship upon giving the advance notice provided below. Pay for unused vacation and holiday leave will be added to the final paycheck.

Office/Service: Regular Office/Service employees who voluntarily terminate their employment shall give at least two weeks advance notice to the University. In absence of a written appointment to a position or a contract of employment providing otherwise, the University may dismiss regular Office/Service employees by giving at least two weeks advance written notice of termination, except in cases of termination for cause, in which case termination of employment by the University may occur immediately, or with less than two weeks notice.

Managerial/Professional: Employment of regular Managerial/ Professional employees will terminate in accordance with the time stated in writing in an appointment to a Managerial/Professional position or in a written contract of employment. If no termination date is stated in a written appointment or written contract of employment, employment may be terminated by either party giving the other party at least ninety days advance written notice of termination, except in cases of termination for cause, in which case termination of employment by the University may occur immediately or with less than ninety days notice.

Additional exceptions: to the foregoing notice requirements for termination of employment of both Office/Service and Managerial/Professional employees are as follows:

- An employee on original probation may be dismissed without advance notice.
- A temporary or on-call employee may be dismissed without advance notice.

Appeal of Dismissal Action: In cases where UNK exercises a termination for cause, the employee will have the right to appeal through the grievance process.

Resignation Dates and Holidays and Leaves

An employee's last day worked will be their resignation date. Leave shall not be granted to extend a separation date beyond the last day worked. This policy does not apply to separations due to retirement or disability.

Reason for Policy

The purpose of this policy is to establish policy for employees separating from the University.

Procedures

Any action to dismiss an employee requires prior approval from Human Resources.

History

This policy replaces the prior version in the Business & Finance Policy & Procedure manual.

Revised 12/12/2022