Resignations, Terminations, Separations

Effective: Moved to Policy Library from UPM 3.7(3)
Reviewed and Updated: March 1, 2018
Contact: University Human Resources (UHR)

Introduction
Consistent with the Iowa Administrative Code, this policy addresses the resignation, termination, or other separation of university employees.

Policy Statement
Resignations should be submitted as early as possible. To resign in good standing, Merit employees must notify the employing department of their intention to resign in writing at least ten working days prior to the effective date of resignation, except in cases where the employing department agrees to a shorter period of notice. Resignations of B-base employees will normally be effective as of May 15 of the current academic year. For persons on the summer session budget, the resignation date should be July 31.

Resignation date is the last date worked. Resignation cannot be extended by using vacation at the end of an appointment. Exceptions to this policy must be approved by University Human Resources.

Upon terminating employment with the university, separating employees must take action to assure that all obligations to the university have been fulfilled prior to departure.

In case of death of an appointed staff member, the Benefits Office should be notified by phone on the first working day after the death is known. If the deceased was appointed to a budgeted position, the university will pay to the estate the salary of the deceased to the end of the month in which the death occurred or amount of accrued vacation, whichever is greater.

Resources

Links
- Benefits Office
- University Human Resources [UHR]
- Iowa Administrative Code 681-3.104(1) [PDF]
- Employee Separation Checklist