



Employment Separation Protocol

Purpose

The College of New Jersey strives to ensure that employee terminations, including voluntary and involuntary terminations, and terminations due to the death of an employee, are handled in a timely manner and with minimal disruption to the workplace. Except in the case of resignation due to health or other reasons beyond the control of the employee, faculty members are expected to continue to serve until the completion of the academic year or for the term of their appointment. Effective business continuity and reduced liability is the desired outcome. Failure to follow this policy may result in a recommendation for discipline.

At-Will Employment

Employment with The College of New Jersey is voluntary and subject to termination by the employee or The College of New Jersey. The College of New Jersey at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of The College of New Jersey employees.

Voluntary Terminations

A voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation to their supervisor or when an employee is absent from work for five (5) consecutive workdays and fails to contact his or her supervisor resulting in job abandonment.

Procedures

1. Employees are requested to provide a minimum of two weeks' notice of their intention to separate from The College of New Jersey to allow a reasonable amount of time to transfer ongoing workloads. The employee should provide a written resignation notification to their manager as soon as possible prompting the manager to submit a termination request in HCM Cloud. [Manager Instructions on How to Process a Termination.](#)

2. The manager will submit the resignation letter/email which must include pertinent information (i.e., employee's reason for leaving, last day of work). HCM Cloud will generate a notification to the human resource (HR) department, benefits, and payroll department.
3. The HR department will coordinate the employee's offboarding. This process will include the employee's department returning all [college property](#) (computers, documentation, keys, etc.); a review of the employee's post-termination benefits status; and the employee's completion of an optional exit interview.
4. The employee's manager will follow up with HR to ensure no further action is required on their part.
5. Employees who possess a security clearance (security codes to the building, computer passwords, etc.) must meet with the unit head for a debriefing no later than their last day of employment.

Involuntary Terminations

An involuntary termination of employment, including layoffs of over thirty (30) days, is a management-initiated dismissal with or without cause. The inability of an employee to perform the essential functions of their job with or without a reasonable accommodation may also result in an involuntary termination. An employee may also be discharged for any legal reason, including but not limited to: misconduct, tardiness, absenteeism, unsatisfactory performance or inability to perform.

Procedures

1. Before any action is taken to involuntarily discharge an employee, the employee's manager must request a review by HR and the employee's immediate supervisor.
2. If the recommendation for the employee's termination is supported by the supervisor's documentation and determined to be warranted, the employee's manager and an HR representative will notify the employee. The employee's manager should submit a termination request in HCM Cloud. [Manager Instructions on How to Process a Termination](#).

Death of an Employee

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

Procedures

1. Upon receiving notification of the death of an employee, the employee's manager should submit a termination request in HCM Cloud. [Manager Instructions on How to Process a Termination](#) and immediately notify HR Benefits.
2. The benefits administrator will process all appropriate beneficiary payments from the various

benefits plans.

3. The employee's manager should ensure that the payroll office receives the deceased employee's timecard (if applicable).

Final Pay

An employee who resigns or is discharged will be paid through the last day of work, plus any accrued but unused vacation time, less outstanding loans, advances or other agreements the employee may have with the college, in compliance with state laws. In cases of an employee's death, the final pay due to that employee will be paid to the deceased employee's estate or as otherwise required under state law.