

**Policy Title: Staff Separation**

**Policy Number: 833**

**Date Issued:**

**Responsible Executive: Vice President for  
Human Resources**

**Date Last Revised: December 16, 2019**

**Responsible Office: Human Resources**

## Staff Separation

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### Policy Statement

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Baylor University (“Baylor” or the “University”) seeks to ensure that all separations, regardless of the reason(s), are done in a consistent, fair, supportive, and respectful manner.

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### Reason for the Policy

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To ensure consistency throughout all Staff Employee separations

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### Individuals/Entities Affected by this Policy

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Staff Employees

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### Exclusions

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Faculty members and student employees

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### Related Documents and Forms

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#### University Policies and Documents

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- 402 [Vacation Time](#)
- 403 [Sick Time](#)
- 600 [Retirement Benefits](#)
- 807 [Staff Discipline](#)
- 822 [Staff Grievance](#)

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#### Forms and Tools

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- [Staff Separation Processing Form](#)
- [Employee Exit Survey \(Staff\)](#)
- [Technology Access Form](#)

1. Staff Separation

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## Definitions

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These definitions apply to terms as they are used in this policy.

<b>Staff Employees</b>	Full-time, part-time, and temporary, non-faculty employees
<b>Voluntary Separation</b>	An employee-initiated separation from the University and continued work would have been available had the employee not chosen to give notice of resigning. "Voluntary separation" includes resignation, retirement, walking off the job, and job abandonment.
<b>Job Abandonment</b>	An employee is absent without notice for three or more consecutive workdays without authorization under a Baylor leave policy, and the employee fails to contact his/her supervisor or Baylor HR during that time; Job Abandonment is considered a voluntary separation.
<b>Involuntary Separation</b>	A University-initiated dismissal with or without cause. This includes discharge, termination, layoff, "mutual agreement" under certain adverse situations, or resignation in lieu of discharge
<b>Accrual; Leave Time</b>	Hours accrued per hours worked according to the employee benefit category

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## Contacts

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<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Office email/web site</b>
<b>Policy Questions</b>	Human Resources	254-710-2000	<a href="mailto:askHR@baylor.edu">askHR@baylor.edu</a> <a href="http://www.baylor.edu/hr">www.baylor.edu/hr</a>
<b>Final Paycheck and W-2 Form Questions</b>	Payroll Office	254-710-2217	<a href="mailto:Payroll_Office@baylor.edu">Payroll_Office@baylor.edu</a> <a href="http://www.baylor.edu/payroll/">www.baylor.edu/payroll/</a>

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## Responsibilities

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<b>Staff Employee</b>	<ul style="list-style-type: none"><li>• Submit a letter of resignation to supervisor and/or department head</li><li>• Complete the <a href="#">Staff Separation Processing Form</a> with supervisor/department head</li><li>• Complete the online <a href="#">Employee Exit Survey (Staff)</a></li><li>• Complete and print the <a href="#">Technology Access Form</a></li><li>• Complete any other requests from supervisor, department head, and/or Human Resources prior to separation</li></ul> <p>See the Procedures section of this policy for further information.</p>
<b>Supervisor/ Department Head</b>	<ul style="list-style-type: none"><li>• Submit a Separation request to Human Resources</li></ul>
<b>Human Resources</b>	<ul style="list-style-type: none"><li>• Approve and process Separation Processing Form</li><li>• Schedule and attend the Exit Interview</li></ul>

### 2. Staff Separation

<b>Payroll Office</b>	<p>Upon completion of all required clearance and separation actions by the employee:</p> <ul style="list-style-type: none"> <li>• The final paycheck for Texas employees will be provided by: <ul style="list-style-type: none"> <li>○ Direct deposit as arranged through Payroll;</li> <li>○ Mail to the forwarding address indicated on the Separation Processing Form; or</li> <li>○ Hold the final paycheck in the Payroll Office to be released on the next regular pay date, if directed by the employee</li> </ul> </li> <li>• Final paychecks for involuntary separations will be processed and paid within 6 calendar days. If the sixth day falls on a day on which the employer is normally closed for business, Baylor may wait until the next regular workday to give the employee the final check.</li> <li>• Payroll will mail W-2 forms to the forwarding address indicated on the Separation Processing Form in accordance with University processing procedures.</li> <li>• Final pay check for employees who work outside of Texas will be in accordance with the state law where the employee is classified as working (See State Addendums)</li> </ul>
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## **Principles**

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Baylor University seeks to ensure that all separations, regardless of the reason(s), are done in a consistent, fair, supportive, and respectful manner.

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## **Basis for Entitlement for Vacation Time at Separation**

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### **Voluntary Separation**

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- Upon separation from the University, an employee will be paid for accrued but unused vacation time (not Sick time) up to the maximum amount the vacation leave policy permits be paid out. Payment for accrued vacation time does not extend employment for separating employees. Separating employees must work on the last scheduled day of employment or have prior approval for any exception.

Example: An employee whose last day of work is June 30 and has 40 hours of accrued vacation time will be paid for 40 hours and is not employed by Baylor after June 30.

- The separation date for cases of job abandonment is effective at the end of the third normal scheduled workday.

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### **Involuntary Separation**

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- Advance notice from the University is not required.

- An employee will be paid for accrued but unused vacation time (not Sick time) up to the maximum amount the vacation leave policy permits be paid out.
- An employee will receive notice of the University's grievance process, outlined in [BU-PP 822](#).

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## **Retirement**

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To understand what is required to become a Baylor University retiree, refer to [BU-PP 600 Retirement Benefits](#). A retiree will be paid for accrued but unused vacation time (not Sick time) up to the maximum amount the vacation leave policy permits be paid out.

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## **Death**

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Payment to the employee's estate will be made for the employee's final paycheck and any accrued but unused vacation time up to the maximum amount the vacation leave policy permits be paid out.

**Note: Voluntary and involuntary separations must be coordinated with and approved by Human Resources (HR).**

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## **Extension of Employment**

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Payment for accrued but unused vacation time does not extend employment. In other words, an employee may not complete a final period of employment through the use of accrued vacation time.

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## **Final Paycheck**

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The Payroll Office will not release an employee's final paycheck until all separation processing is completed through HR, except as required by law. Outstanding debts as incurred by the employee will be deducted from the employee's final paycheck as authorized by the Payroll Deduction Form signed by the employee.

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## **Procedures**

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Upon receipt of the Separation Processing Form via email from HR, the Staff Employee will be responsible for doing the following actions.

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## Staff Employee Responsibilities

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- Schedule the Exit Interview with HR;
- Return keys, uniforms, and any other University property. Unless other arrangements have been made with the employee's department and Human Resources, the employee should return any Baylor keys to the key shop to obtain a return receipt that they will supply Human Resources at their Exit Interview;
- Clean laboratory/workplace;
- Ensure that any hazardous material is properly labeled;
- Return library books to the appropriate University libraries;
- Pay or make arrangements to pay any indebtedness owed to the University or related entity;
- Coordinate separation with Student Financial Aid Office if employee, employee's spouse, and/or dependents are receiving tuition remission benefits

By the final workday or by the Friday before for an employee whose final workday falls on Saturday or Sunday:

- Attend the scheduled Exit Interview in HR and return completed Separation Processing Form and ID card(s); and
- Coordinate the conversion from Baylor's group insurance to independent coverage, if desired.