University Policies and Procedures

07-01.42 – SEPARATIONS FOR CONTINGENT EMPLOYEES

I. **Policy Statement:** Either the University or the contingent employee may terminate a contingent employment agreement with two weeks’ notice in accordance with the procedures set forth in this policy.

II. **Reason for Policy:** This implementing procedure provides direction for separating Contingent Employees from employment.

III. **Responsible Executive and Office:**
- Responsible Executive: Associate Vice President for Human Resources.
- Responsible Office: Office of Human Resources.

IV. **Entities Affected by this Policy:** All divisions, colleges, departments and operating units; all contingent employees.

V. **Procedures:**

A. **General**

1. An employee may terminate his/her employment with the University by submitting a written resignation to the appropriate supervisor.
   
   a. The resignation should state the reason(s) for leaving University employment and indicate the last day of work.
   
   b. Employees should provide at least two weeks advance notice (unless their contract provides for a different notice period).
   
   c. To withdraw a resignation that has been accepted requires approval of the supervisor who accepted the resignation and the Vice President of the respective area.

2. The University may terminate the contingent employment agreement by giving two weeks written notice (unless the
employee’s contract provides for a different notice period). In addition, the University may terminate the agreement immediately upon notice for insufficient funds, default, or unsatisfactory performance by the employee. If the employee is compensated at a flat rate, rather than designated as hourly or salaried, then the flat rate shall be pro-rated in the event of any such termination.

3. Contracts for Sponsored Research Projects and Grants may differ and employees and supervisors shall abide by the terms of the agreement.

4. There is no reimbursement for unused sick leave. There is no reimbursement for any other unused leave unless provided in the employee’s contract.

B. Process

1. Supervisors shall complete a Towson University Separation Form. Separation Forms are available in the Office of Human Resources (OHR) or by going to the Forms Repository at http://www.towson.edu/hr/. A copy of the letter of resignation or termination shall be attached to the Separation Form and forwarded to the OHR at least two weeks prior to the employee’s last day of employment.

2. Supervisors shall use the Separation Checklists for employees separating from the University. Separation Checklists are available in the OHR or by going to the OHR website.

   a. It is the responsibility of the supervisor to make a good faith effort to collect all University property. If unsuccessful, the matter will be turned over to the Office of the Bursar, which will invoice the employee for any unreturned University property.

   b. The supervisor is also responsible for authenticating the accuracy of the employee’s final timesheet through the approval process.

   c. The employee is required to work on their last day of employment.

3. If the employee is currently enrolled in state insurance benefits, he/she will have the right to continue coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). The OHR shall provide this information to the employee.
Related Policies: USM Policy VII-1.40

Approval Date: 04/16/2007

Effective Date: 04/16/2007

Approved by: President’s Council 1/3/2007