Processing a Termination

Voluntary

Certain procedures are followed when an employee resigns.

The employee notifies his or her supervisor by writing a resignation letter that indicates the employee’s last day of work, whether he or she is transferring internally or leaving the university, and the reason for the resignation. The supervisor immediately forwards a copy of this letter to the appropriate HR representative and Divisional HR office.

The employee may also complete the Notice of Voluntary Resignation (NVR) and Departure Survey forms. Both forms are available online: https://resigning.jhu.edu/steps.cfm. When submitted electronically, a copy of the Notice of Voluntary Resignation is automatically forwarded to the employee’s supervisor, the appropriate HR representative, and Divisional HR.

Support staff members must give a minimum of two weeks notice. Senior staff members must give a minimum of one month notice. Staff members who give insufficient notice may be ineligible for re-employment. The employee should not take vacation time during the notice period and must work the last day. See policy: http://hrnt.jhu.edu/elr/pol-man/section10.cfm

When the supervisor receives notice, he or she must:

• Ensure that the employee’s E210 is updated so that vacation and sick (if eligible) payouts can be calculated
• Notify the HR representative so that a Termination ISR can be processed
• Respond/accept the resignation in writing
On the employee’s last day, the supervisor must:

- Collect the employee’s badge, keys, and all other university property (credit cards, laptops, etc.)
- Ensure that the employee’s access (unrelated to SAP) is removed
- Ensure that the employee’s E210 is completed with any necessary changes, and report those changes to the HR representative as soon as possible

The HR representative initiates a Termination ISR prior to the payroll cut-off date to avoid an overpayment. Vacation payout is indicated in the Termination ISR Comments section if accrued leave is available and the employee has been employed at least 90 days. Retiree sick leave payout is also indicated in the Comments section of the Termination ISR if the employee qualifies. (See policy: http://hrnt.jhu.edu/elr/pol-man/section14.cfm)

Finally, the HR representative checks for existing overpayments and – if necessary – works with the employee and the employee’s supervisor to arrange for repayment prior to the employee’s last day.

**Involuntary**

**Reduction in Force**

When a full time or part time staff member is terminated because of a lack of funds or the abolition of a position, this is known as a Reduction in Force (RIF). Written notice should be given as far in advance as possible, but no less than one month prior to the termination date.

The employee is expected to work until the effective date of the termination, unless an exception has been approved by Divisional HR or your HR representative. Sample letters and talking points are available if needed; supervisors should contact their HR office for guidance. The E210 must be updated and coded correctly before the employee’s last day of work.

The supervisory responsibility for notifying the HR representative and collecting university property is the same for involuntary as it is for voluntary terminations.
Other terminations for cause

For all other terminations for cause, supervisors must consult with departmental and Divisional HR offices before proceeding.