

### **UCF-3.042 Separations from Employment.**

- (1) Except as provided by any applicable collective bargaining agreement, this regulation is applicable to all UCF employees.
- (2) An employee who resigns from employment shall not have any rights of appeal.
- (3) An employee who is USPS, A&P (including Executive Service) or OPS (including Post Doctoral Associates) and is absent without approved leave for three or more consecutive workdays may be considered to have abandoned their position.
- (4) The president or designee may separate an employee in accordance with university regulations, policies or procedures.
- (5) OPS employees and other employees not in regular positions (e.g., interim, temporary, visiting or emergency appointments) may be separated from employment at any time without the requirements of notice or reason and without rights of appeal. However, they may meet with the dean or director of the appropriate unit to register any concerns and request a review of their separation. If the organization does not have a dean or director, then another appropriate administrator shall substitute who is at the dean or director level or above. For example, an associate vice president or vice provost could substitute for a dean or director if the employee worked in such an office. Adjunct faculty who are on contract may have rights stipulated by their contract, so supervisors should contact Academic Affairs prior to taking any action.
- (6) Non-tenured or non-regular Faculty and A&P whose appointments expire after receiving notice of non-renewal or non-reappointment or whose appointment expires without the requirement of a written notice of non-reappointment may be separated without further notice.
- (7) Employees may be laid off in accordance with Regulation UCF-3.0123.
- (8) USPS employees without regular status may be separated from employment at any time without any requirements of notice or reason and without rights of appeal. However, they may meet with their dean or director of the appropriate unit to register any concerns and request a review of their separation. If the organization does not have a dean or director, then another appropriate administrator shall substitute who is at the dean or director level or above. For example, an associate

vice president or vice provost could substitute for a dean or director if the employee worked in such an office.

(9) Separation Clearance.

- (a) All persons separating from employment with the university are required to return to the university all university property in their possession and settle their account with UCF on or before their last work day. Failure to return university property may result in a categorization of the employee as ineligible for rehire, regardless of the nature of the separation from employment.
- (b) The university reserves the right to subtract any amounts owed to the university or to subtract an amount to compensate for unreturned property from any funds which are due the employee (considering federal minimum wage requirements) and may delay or withhold the issuance of transcripts where applicable.
- (c) The employee's supervisor is responsible for ensuring proper separation procedures are followed and for notifying the department or college head if property or keys are not returned or accounts are not settled.

*Authority: BOG Regulation 1.001. History–New 5-29-12.*