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Bd. Min. 7-16-58, p. 13,315; Amended Bd. Min. 7-22-83; Amended 7-28-20.; Amended 1-
1-24;

Payment at Termination
  A. Advance Notice -- An employee must give at least two weeks advance notice in
     order to resign from a position in good standing. An employee is to be given two
     weeks advance notice by the University if the employee is being terminated because
     of circumstances for which the employee is not responsible, such as discontinuation
     of position, reorganization, etc. Advance notice is not required by the University
     when the employee is terminated for circumstances for which the employee is
     responsible, such as excessive absenteeism, abuse of privileges, etc.; provided the
     employee has been counseled about the matter and given an opportunity to correct
     the situation but failed to do so. Advance notice is not required for serious incidents
     such as theft, intoxication on the job, conviction of a felony, willful damage to
     University property, etc. In addition to pay for salaries and wages earned to the date
     of termination, payment for unused vacation and PTO, up to applicable limits as
     allowed by policy, will be made to all employees terminating their employment with
     the University whether by resignation, death or discharge, except that an employee
     may be discharged without notice or without further pay for willful gross violation of
     rules, misconduct or similar causes.

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