



Operating Protocol & Procedure

Details

Number: 229

Title: Separation from Employment

Category: Employees

Responsibility: Human Resources

Approval Date: 1/11/16

Effective Date: 1/11/16

Revised: 5/8/19, 5/6/24

Reviewed: May 2024

Purpose

To establish processes for separation from employment.

Applicability

All employees.

Definitions

Appointing Authority – A person appointed as the president of an institution of higher education (State Board Rules and Personnel Director’s Administrative Procedures 4 CCR 801-1).

APT – An Administrative/Professional/Technical employee exempted from the State of Colorado, Department of Personnel and Administration (DPA) Board Rules and Director’s Administrative Procedures; also referred to as a non-classified employee.

Classified Employee – An employee subject to the State of Colorado, Department of Personnel and Administration (DPA) Board Rules and Director’s Administrative Procedures.

Faculty – A full-time or part-time employee whose duties are comprised of at least one-half teaching responsibilities.

Hourly Employee – Any employee paid based on the hours they submit via the electronic timesheet. This includes Student Hourly, Non-Student Hourly, and Work Study.

Instructor – A person hired to teach on a temporary as needed basis.

PERA – Public Employees Retirement Association.

Reduction in Force (also known as layoff): Termination of employment based on reasons other than non-

renewal or dismissal for cause, including but not limited to lack of funds, lack of work, or a structural reorganization.

Regular Employee – Administrative/Professional/Technical (APT), Classified and Faculty employees.

Resignation – Separation from employment that is initiated by the employee who is not retirement eligible under the rules of PERA.

Retirement – Separation from employment that is initiated by the employee who is eligible to receive retirement benefits under the rules of PERA.

Termination – Separation from employment that is initiated by the college (also known as involuntary termination) or by the employee (also known as voluntary termination).

References

Colorado State Personnel Board Rules and Director’s Administrative Procedures
(<https://spb.colorado.gov/board-rules>)

Board Policy 3-20, Due Process for Faculty
(<https://cccs.edu/policies-and-procedures/board-policies/bp-3-20-due-process-for-faculty/>)

System Protocol 3-20a, Peer Review Committee Appeal Process
(<https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-20a-peer-review-committee-appeal-process/>)

System Protocol 3-20b, Due Process Timelines
(<https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-20b-due-process-timelines/>)

Attachments

1. Separation of Faculty and Instructors
2. Separation of Classified Employees
3. Separation of APT Employees

Operating Protocol

Pueblo Community College complies with Colorado State Personnel Board Rules and Director’s Administrative Procedures, Board Policy, and System Protocols pertaining to the termination of its employees.

Only the Appointing Authority or their designee may involuntarily terminate the employment of a regular employee. Supervisors must coordinate with Human Resources (HR) when considering involuntary termination of a regular employee to ensure proper actions and documentation are taken before requesting approval to terminate.

Notice of a voluntary termination must be provided by the employee in writing (letter, fax, email) and should include the effective date. The college requests employees provide this notification as far in advance as possible, but not less than two weeks prior to their termination date, and preferably four weeks for a director-level or above and a full semester for a faculty, recognizing that extenuating circumstances may preclude a

notification of these durations.

[content moved to attachments][content moved to attachments] [content moved to attachments]Instructors and hourly employees who have not been paid in 120 days will be terminated in the Banner system and will require a rehire process if returning. HR will notify supervisors of those employees who have not been paid in 90 days to determine if they are returning before the 120 days or will be required to submit an *Ultimus Separation from Position or Employment or Work Study Termination* and include the reason that the employee is no longer active.

Procedure

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Procedures for separation from employment by faculty or instructors are found in Attachment 1.

Procedures for separation from employment by Classified employees are found in Attachment 2.

Procedures for separation from employment by APT employees are found in Attachment 3.

Attachment 1 Separation of Faculty and Instructors

Faculty

Resignation

A resigning faculty member is requested to provide as much advance notice as possible.

The resignation must be submitted in writing (email, letter, fax) to the President with duplicate notification to the Chair or Academic Director, Dean, Executive Dean (if applicable), Vice President Academic Services, and HR. The notice must include the effective date and any reason(s) for the resignation that the faculty wishes to include.

If the separation occurs during the contracted work period, the faculty member is paid out a pro-rated amount based on the number of completed contracted work days.

Once the resignation is approved by the President:

HR – provide the Chair/Academic Director with the faculty member’s current job description.

Chair/Academic Director

- Review/revise job description as necessary
- In Ultimus, submit *Separation from Position or Employment*
- In Ultimus, submit *Authorization to Recruit* (attach job description)

Faculty member – contact HR to schedule an exit interview and to review elements pertaining to separation from employment (continuation of benefits, final payout...).

Retirement

A retiring faculty member is requested to provide as much advance notice as possible.

The retirement notice must be submitted in writing (email, letter, fax) to the President with duplicate notification to the Chair or Academic Director, Dean, Executive Dean (if applicable), Vice President Academic Services, and HR. The notice must include the effective date.

Once the retirement is accepted by the President:

HR – provide the Chair/Academic Director with the faculty member’s current job description.

Chair/Academic Director

- Review/revise job description as necessary
- In Ultimus, submit *Separation from Position or Employment*
- In Ultimus, submit *Authorization to Recruit* (attach job description)

Faculty member

- Contact HR to schedule an exit interview

- Contact PERA to coordinate retirement as appropriate

Reduction in Force

Board Protocol BP 3-20 Due Process for Faculty governs a reduction in force of faculty.

Instructors

Instructors are “at-will” employees and may resign or retire (if eligible for PERA retirement). Instructors do not have the right or expectation of continued employment.

Instructors should plan separation at the end of their teaching assignment whenever possible and give written notice to the Department Chair with as much advance notice as possible. The written notice must include the effective date and the reason for separation.

Supervisors must initiate the *Ultimus Separation from Position or Employment* upon receipt of the notice.

Instructors who have not been paid for 120 days are terminated in the Banner system and require a rehire process if returning. Human Resources notifies supervisors of those instructors who have not been paid in 90 days to determine if they are returning before the 120 days. If they are not, the supervisor submits an *Ultimus Separation from Position or Employment* and includes the reason the employee is no longer active.

Attachment 2 Separation of Classified Employees

Classified employee termination is processed in accordance with Colorado State Personnel Board Rules and Director's Administrative Procedures.

Resignation

A resigning Classified employee is requested to provide as much advance notice as possible.

The resignation must be submitted in writing (email, letter, fax) to the President with duplicate notification to their supervisor, second-level supervisor, and HR. The notice must include the effective date and any reason(s) for the resignation that the employee wishes to include.

Once the resignation is approved by the President:

HR – provide the supervisor with the employee's current PDQ

Supervisor

- Review/revise PDQ as necessary
- In Ultimus, submit *Separation from Position or Employment*
- Coordinate posting of the position with HR
- Ensure that any outstanding leave requests have been submitted and if the employee is required to complete a timesheet, that it is submitted and accurate

Employee – contact HR to schedule an exit interview and to review elements pertaining to separation from employment (continuation of benefits, final payout...).

Retirement

A retiring Classified employee is requested to provide as much advance notice as possible.

The retirement notice must be submitted in writing (email, letter, fax) to the President with duplicate notification to their supervisor, second-level supervisor, and HR. The notice must include the effective date.

Once the retirement is accepted by the President:

HR – provide the supervisor with the employee's current PDQ.

Supervisor

- Review/revise PDQ as necessary
- In Ultimus, submit *Separation from Position or Employment*
- Coordinate posting of the position with HR
- Ensure that any outstanding leave requests have been submitted and if the employee is required to complete a timesheet, that it is submitted and accurate

Employee

- Contact HR to schedule an exit interview

- Contact PERA to coordinate retirement as appropriate

Reduction in Force

Colorado State Personnel Board Rules and Director's Administrative Procedures govern reduction in force of State Classified Employees.

Attachment 3 Separation of APT Employees

Resignation

A resigning APT employee is requested to provide as much advance notice as possible.

The resignation must be submitted in writing (email, letter, fax) to the President with duplicate notification to their supervisor, second-level supervisor, and HR. The notice must include the effective date and any reason(s) for the resignation that the employee wishes to include.

Once the resignation is approved by the President:

HR – provide the supervisor with the employee’s current job description.

Supervisor

- Review/revise the job description as necessary
- In Ultimus, submit *Separation from Position or Employment*
- In Ultimus, submit *Authorization to Recruit* (attach job description)
- Ensure that any outstanding leave requests have been submitted and if the employee is required to complete a timesheet, that it is submitted and accurate

Employee – contact HR to schedule an exit interview and to review elements pertaining to separation from employment (continuation of benefits, final payout...).

Retirement

A retiring APT employee is requested to provide as much advance notice as possible.

The retirement notice must be submitted in writing (email, letter, fax) to the President with duplicate notification to their supervisor, second-level supervisor, and HR. The notice must include the effective date.

Once the retirement is accepted by the President:

HR – provide the supervisor with the employee’s current job description.

Supervisor

- Review/revise the job description as necessary
- In Ultimus, submit *Separation from Position or Employment*
- In Ultimus, submit *Authorization to Recruit* (attach job description)
- Ensure that any outstanding leave requests have been submitted and if the employee is required to complete a timesheet, that it is submitted and accurate

Employee

- Contact HR to schedule an exit interview
- Contact PERA to coordinate retirement as appropriate

Reduction in Force

Employment of APT staff is “at-will” and may be terminated at any time by either party with or without cause. APT employees do not have the right or expectation of continued employment.