



Office of the General Counsel
11000 University Parkway
Pensacola, FL 32514-5750

April 1, 2015

Ms. Janice Perkins-Gilley
University of West Florida
11000 University Parkway
Pensacola, FL 32514

Re: Repeal of HR 1000 Separations from Employment and Layoff
Dear Janice:

Please process the attached policy for repeal to the President for approval and signature. With your permission, we will remove the policy from the University Reference Collections.

Separations from Employment and Layoff. This policy is being repealed with the approval of the Provost because the policy is out of date and the content is included in HR-21.00-2004/07. The repeal of HR 1000 Separations from Employment and Layoff was posted in the policy review system on February 27, 2015 and completed the general review period with no comments. I have attached the history of the review for your convenience and confirmation. Thank you.

Sincerely,

Handwritten signature of Lisa N. Bernau in blue ink.

Lisa N. Bernau
Assistant General Counsel

Approved:

Handwritten signature of Dr. Judith A. Bense in blue ink, written over a horizontal line.

Dr. Judith A. Bense, President

Date:

Handwritten date "4/2/15" in blue ink, written over a horizontal line.

TO: University of West Florida Community

FROM: Dr. Morris L. Marx, President

SUBJECT: HR 1000 SEPARATIONS FROM EMPLOYMENT AND LAYOFF

EFFECTIVE: January 1, 2000

AUTHORITY: BOE Rule 6C-5.955
1001.74 and 447.209 FS
Applicable Collective Bargaining Agreements

PROCEDURE STATEMENT:

The University of West Florida requires the return of all State of Florida and University property in the possession of employees upon separation. The University encourages employees to request Exit Interviews.

CONTENTS:

- I. Separation from Employment
- II. Exit Interview
- III. Layoff

EXHIBITS:

- A. Separation Form
- B. Exit Interview Questionnaire

I. Separation from Employment

All persons separating from employment with the University are required to return to the University all State of Florida and University property in their possession and settle their accounts with UWF prior to receipt of any final payments due them.

- A. The University reserves the right to offset any funds due the employee, (i.e., leave payoff), to compensate for unreturned property or unsettled accounts. In the case of (Other Personal Services) OPS students, issuance of transcripts and or degrees may be delayed.
- B. The employee's immediate supervisor is responsible for ensuring proper separation procedures are followed. Employees must obtain appropriate signatures on the Separation Clearance Form (Exhibit A) and return the document to their immediate supervisor before their last day of work. Forms are available through the department, the Office of Human Resources, or the Human Resources web site. Employees should make arrangements through their supervisor for time during the workday to obtain required signatures.
- C. The immediate supervisor is responsible for notifying the Department Head if property or keys are not returned or accounts are not returned
- D. The Separation Clearance Form must be submitted with the final action sheet. The Controller's Office will not process final payments to terminating employees without verification that all outstanding accounts are settled.

II. Exit Interview

Each employee who separates from employment is encouraged to complete an Exit Interview Questionnaire (Exhibit B) and/or request a personal exit interview through the Office of Human Resources.

III. Layoff

The University of West Florida shall follow the promulgated Board of Regents Rule 6C-5.955(2) in implementing layoff for all A&P, Faculty, and USPS employees. The University of West Florida shall offer the following services to employees who are laid off in accordance with 6C-5.955(2):

- A. Training
 - 1. Job Search - how to do a thorough job search of the current market.
 - 2. Completion of a Resume and/or Application.
 - 3. Interview Techniques - How to make the best impression while interviewing for a job.
- B. Benefits

1. Continuance of Health Insurance under Consolidated Omnibus Budget Reconciliation Act (COBRA).

2. Employee Assistance Program

C. Other Services

1. Applications for Assistance - OHR will provide information on how to apply for unemployment, food stamps, medical assistance, and the Displaced Worker's Program.

2. Credit Assistance - OHR will provide information on agencies that assist the public with extension of credit, specifically utility bills, etc.

3. Verification of Employment - OHR will respond to such requests immediately.

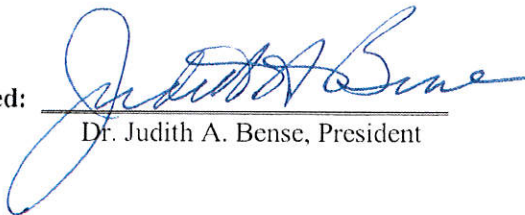
Change Justification:

This policy is being repealed because it is out of date and the content is included in HR-21.00-2004/07 Separations from Employment.

History:

HR 1000 Separations from Employment and Layoff, adopted January 2000; repealed hereby.

Approved: _____


Dr. Judith A. Bense, President

Date: _____

