

System-wide Policy: HR0160 - Termination of Employment	
Version: 21	Effective Date: 08/31/2021

HR0160 – Termination of Employment

Topics:

Termination Categories	Related Policies
Termination Codes	Procedures

Objective:

To identify the types of terminations and establish termination categories for university employees.

Policy:

1. When termination of employment becomes necessary, whether employee or employer initiated, proper procedures must be followed to ensure equitable treatment to all parties. Termination from the University of Tennessee shall be officially documented in such a manner as to establish a clear record of action, both as a service to the terminating employee and to the university. An employee will be terminated on his or her last working day and the head of the employee's department is responsible for ensuring that the termination is properly submitted and approved in the accounting system in a timely manner and in accordance with this policy. . When a termination occurs while the employee is on leave of absence, (see [POLICY HR0355, LEAVE OF ABSENCE](#)) or if the exceptions as stated in [POLICY HR0320, DAYS OF ADMINISTRATIVE CLOSING](#); [POLICY HR0338, FAMILY AND MEDICAL LEAVE](#) and, [POLICY HR0350, HOLIDAYS](#), apply, the termination shall occur on the last date of employment per such policies. If appropriate, unused annual leave, not to exceed the allowable maximum, will be paid as a lump sum in the employee's last pay check.

Termination Categories

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2. There are several categories of termination recognized by the university. When initiating the termination actions, the categories will be identified by use of the termination codes as explained in this policy. Documentation of the following actions should be sent to Human Resources for inclusion in the official personnel file.
- a. **Resignation.** The employment relationship is most typically severed by employee resignation. This is a voluntary action on the part of the employee. The absence of an employee without notification for three days, is categorized as a resignation. Staff members are expected to notify their immediate supervisor in writing of their intention to resign their employment. Faculty will follow the policy as established in the applicable faculty handbook. Staff non-exempt employees are expected to give a minimum of two (2) weeks notice and staff exempt employees are expected to give a minimum of four (4) weeks notice. Whenever possible, reasonable advance notice of an employee's resignation is expected. Supervisors should acknowledge and accept the resignation in writing.
 - b. **Discharge.** This is an action initiated by the employer to terminate an employee. Such terminations will strictly adhere to the university [HR0525 DISCIPLINARY ACTION POLICY AND PROCEDURES](#). The discharge of a staff member is an action to be taken with extreme care to ensure protection to all parties concerned. Supervisors shall contact their campus human resources office prior to discharging any employee to ensure that such action is appropriate and consistent with university policy. The human resources officer may take appropriate action to postpone or set aside a discharge if he/she determines that university policy has not been followed.
 - c. **Reduction-in-Force.** A campus or unit may have to institute reductions in force or eliminations of externally funded positions. This is an action by the employer to terminate an employee or employees because of temporary or permanent lack of work, lack of funds, or reorganization. Such terminations will strictly adhere to the university

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Policy HRO145-Reduction in Force, Elimination of Externally-Funded Positions and Reduction of Hours.

- d. **Death**
- e. **Non-Reappointment.** This is an action initiated by the employer to terminate a faculty member who is not recommended for reappointment to an academic rank. The policy and procedures to be followed are delineated in the applicable faculty handbook.
- f. **Retirement.** This is the termination of employment by an employee who is retiring. Staff employees are expected to notify their immediate supervisor in writing of their intention to retire and the date of expected retirement. Copies of this intent to retire shall be sent to the employee's human resources office. Faculty will follow the policy as established in the applicable faculty handbook. Whenever possible, reasonable advance notice of an employee's retirement is expected.
- g. **Student Termination.** This is the termination of employment of a student employee for any reason other than **Discharge**.

Termination Codes

- 3. The following termination codes will be used when initiating terminations:
 - a. Resignation

01	No longer desires work (for Friends only)
09	Moving out of area
10	To accept employment at another college or university (Code 12 has priority.)
11	To accept employment in industry or other
12	To accept employment with a State of Tennessee agency, State Board of Regents institution or a Locally Governed institution
13	To further education

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14	Quit without notice
15	Personal Reasons
16	Dissatisfaction with job
17	Dissatisfaction with compensation
18	EE appointed but never worked
23	Resigned – lieu of termination
35	Unable to work/medical

b. Discharge

19	Not eligible to work due to policy or regulations
20	Inadequate work performance
22	Gross misconduct
24	Violation of code of conduct
25	Falsification of University documents
27	Termination during probationary period
29	Termination at will (UT Foundation Only)

c. Reduction In Force

30	Lack of work
31	Reorganization
32	Lack of E and G funds
33	Position outsourced
36	End of temporary or seasonal employment

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37	Elects layoff rather than accept transfer to another position
38	End of work assignment
80	Lack of grant funding
81	End of Limited Duration Appointment

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d. Death

40	Death
41	Death in the line of duty

e. Non-Reappointment

50	Non-renewal of appointment
51	Tenure denied – exp. of apt
52	Financial exigency
53	Academic Program elimination
54	Faculty termination – Adequate cause

f. Retirement

60	Retirement
61	Retirement in lieu of layoff
62	Retirement in lieu of termination
69	Disability retirement

g. Student Termination

70	End of student employment
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* Additional written explanation will be required.

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Termination Procedures

- h. The department head of a terminated employee's department is responsible for ensuring that the employee's status in the accounting system is changed to "terminated" by submitting an accounting system termination request for approval. For employees with termination codes under (b) and (c) and for termination code (a)(23), the employee's status must be submitted and approved by the last day of service. For all other termination codes, the department head is responsible for ensuring that the employee's status in the accounting system is changed to "terminated" by submitting an accounting system termination request and verifying approval no more than three (3) business days from the last day of employee's service. Department heads who do not enter terminations in a timely fashion may be subject to disciplinary action.

PROCEDURES:

To view links to campus policies and procedures, click here:

<https://policy.tennessee.edu/campus-policies-procedures>

Related Policies: [HR0305 - Annual Leave \(Vacation\)](#), [HR0320 - Administrative Closings](#), [HR0338 - Family and Medical Leave](#), [HR0350 - Holidays](#), [HR0355 - Leave of Absence](#), [HR0525 - Disciplinary Action](#)