



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by
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Applies to:	Marshall University Research Corporation (MURC)
Title:	Employment Termination
Number:	42
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Termination of employment (including voluntary separation from employment) is a normal component of personnel activity within the Marshall University Research Corporation (MURC). The reasons for employment termination are frequently routine in nature. Below are examples of some of the most common circumstances under which employment is terminated:

Grant Expiration - Voluntary or involuntary employment termination caused as a result of the expiration of a grant.

Resignation – Voluntary employment termination initiated by an employee.

Discharge - Involuntary employment termination initiated by the organization.

Layoff - Involuntary employment termination initiated by the organization for non-disciplinary reasons.

Absenteeism – Being absent for three consecutive workdays without notification or reasonable cause for failure to notify is considered voluntary termination.

Retirement - Voluntary employment termination initiated by the employee who qualifies for retirement and intends to begin receiving retirement benefits.

Resignation is a voluntary act initiated by the employee to terminate employment with Marshall University Research Corporation (MURC). MURC requests at least two weeks' written resignation notice from all employees. Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits. Additionally employees departing through resignation are asked to contact the HR Services staff member for MURC Benefits at the address shown at the top of this policy for benefits settlement.

MURC supervisors are expected to schedule and conduct an exit interview for any terminating MURC employee. An exit interview allows for the clarification of matters such as return of MURC-owned property, settlement of debt to MURC, conversion of benefits, etc. For any voluntary termination from employment supervisors are asked to find out if possible what motivated the employee to leave and whether the termination was based to any extent on compensation or benefits. If a terminating employee is going to work for another organization, supervisors are asked to obtain as much information as possible about the compensation and benefits offered to the employee in the new setting. Disclosure of such information is totally voluntary on the part of the terminating employee. However, obtaining this information when possible enables MURC to evaluate its compensation or benefits structure in an effort to stabilize employment. Any suggestions, complaints, and questions can be voiced during the exit interview. Supervisors are asked to produce concise notes from the exit interview and forward these to the human resource services provider. If a supervisor for whatever reasons does not conduct an exit interview, the terminating employee should still plan to contact the MURC administration for assistance in

the closure or transfer of benefits. See MURC human resources policy and procedure 21, Departing Employee Information.

See MURC human resources policy and procedure 1, Nature of Employment, for information on the characteristics of MURC employment. Also, see Policy and Procedure 63, Exit Interviews, for additional information.

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