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## Policy Information

**Effective Date:**

January 27, 2020

**Last Revised Date:**

January, 2020

**Policy Number:**

USM 5-106

**Responsible Unit:**

Human Resources

**Email:**

[hadmin@email.arizona.edu](mailto:hadmin@email.arizona.edu) [1]

## Purpose and Summary

This policy outlines the manner in which University Staff may separate from University employment.

## Scope

This policy applies to all University Staff with the exception of Arizona Police Officer Standards Training certified officers below the rank of Assistant Chief (M3), who are covered by the Police Bill of Rights.

## Policy

There are many ways in which a University Staff employee may separate from University employment. Employees in the University Staff classification are employed at-will and have no expectation of continued employment. The University may terminate the employment relationship or alter an employee's job duties, schedule, or full-time equivalence (FTE), at any time, with or without notice or cause, with oversight and prior approval from Human Resources.

## Frequently Asked Questions\*

### **What role does Human Resources play in University Staff terminations?**

Human Resources must approve all discharges of University Staff employees.

### **Are University Staff entitled to progressive discipline before they are discharged for performance reasons?**

The University is committed to the success of its employees. When possible and appropriate, supervisors are encouraged to consult with Human Resources and use Performance Management techniques to provide an employee with notice of a performance deficiency and allow for an opportunity to improve. Performance Management is not progressive discipline and does not alter the at-will status of University Staff employees.

### **Are University Staff entitled to a notice period before their employment ends?**

No, however, Human Resources will review and provide oversight and approval of decisions related to end of employment.

### **Are University Staff entitled to notice if there is a loss of funding for their position or a reorganization of their department?**

No, however, depending on the circumstances, supervisors are encouraged to provide employees with as much notice as feasible in the event there is a loss of funding or a need to reorganize a department. Supervisors must work with Human Resources before discharging an employee for loss of funding or due to a reorganization.

## Related Information\*

[Performance Management Guidelines \[2\]](#)

[University Staff Reduction in Force/Layoff Guidelines \[3\]](#)

[Disputes Related to Separation from Employment \[4\]](#)

## Revision History\*

04/17/2024: Updated links in the Related Information section.

12/01/2023: Updated responsible unit email address.

03/01/2023: "Division of Human Resources" changed to "Human Resources."

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### **Source**

**URL:**<https://policy.arizona.edu/employment-human-resources/university-staff-separation-employment-policy>

**Links**

[1] <mailto:hradmin@email.arizona.edu> [2]

<http://policy.arizona.edu/performance-management-guidelines> [3]

<https://hr.arizona.edu/employees/leaving-ua/university-staff-reduction-forcelayoff-guidelines> [4]

<https://hr.arizona.edu/employees/leaving-ua/disputes-related-separation-employment>