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# SOUTHEASTERN

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L O U I S I A N A U N I V E R S I T Y

## **Termination and Notification**

This policy applies to Unclassified Staff only.

All unclassified administrative staff hold their administrative appointments at the pleasure or will of the University of Louisiana System Board of Supervisors. The annual approval of the budget and personnel shall not constitute an implied nor expressed agreement for continued employment throughout that fiscal year, but are executed or approved solely for the purpose of budgeting and associated fiscal and administrative matters. As such, unclassified staff are “at will” employees.

No employment of an administrative position is to begin prior to Board approval. For administrative personnel other than vice presidents, deans, and athletic directors, emergency authorization may be granted on a temporary basis by the System office to proceed pending Board action.

### **Resignation**

Unclassified staff desiring to voluntarily resign their employment relationship are urged to notify the University at least two weeks in advance. Such notice should preferably be given in writing to the immediate supervisor and the department head. The notice should be addressed to the President and forwarded to the Human Resources Office for processing. Proper notice allows the University time to prepare final payroll documents and to calculate any terminal leave to which the employee may be entitled. Without proper notice, employees who are terminating their employment may have to wait an additional pay period to receive their last paycheck.

### **Retirement**

Employees who are planning to retire should notify the Human Resources Office three (3) months in advance. This will allow ample time to file the application for retirement and other supporting documentation. Employees eligible for Social Security should contact their local Social Security Office at least three months in advance of their expected retirement date to allow for processing of the related Social Security documents.

## **Financial Exigency**

The Board recognizes circumstances that may indicate a need for staff reduction such as financial exigency. Financial exigency exists at the institution level and shall be verified by the System staff after the institution has declared a state of emergency.

Anything in the Rules of the Board of Supervisors for the University of Louisiana System to the contrary notwithstanding, if the Board determines that a condition of financial exigency exists at an institution, or in the University of Louisiana System generally, then the furlough, layoff, or termination of tenured faculty, non-tenured faculty, or other contract employees before the end of their contract term will be handled in accordance with the System financial exigency policy.

The Institution shall publish in its faculty and unclassified staff handbooks procedural policies developed by administration, faculty, and staff. These policies must be approved by the Board. Any changes or updates of the policy must be approved by the Board prior to implementation.

The System President may allow the institution to implement emergency procedures to be reviewed at the next full board meeting.

Affected persons may petition the Board within 30 days for a review after all due process has been exhausted at the institutional level.