



Ohio Administrative Code Rule 3337-40-45 Separations of classified employees.

Effective: July 1, 2022

(A) Overview

This policy provides specific guidelines for initiating, processing, and implementing separations and reinstatements of classified employees.

It is the responsibility of the department head to notify university human resources of all separations involving classified personnel. Such notifications should be in writing and should be given with as much notice in advance of the separation date as possible.

(B) Separations

All separations are to be recorded in writing, as described in this policy for each type of separation.

Any employee who has been separated from the university must not work after the effective date of separation.

These procedures apply to the following types of separations:

(1) Resignations

(a) Any employee resigning from the university shall notify their supervisor or planning unit head at the earliest opportunity. Failure to provide two weeks notice of resignation may jeopardize the employee's standing. An employee who verbally resigns, and who fails to submit a written resignation, and who is absent from work without authorization, shall be deemed to have resigned on the date of verbal resignation.

(b) Resignations are irrevocable, except by mutual agreement of university human resources and the planning unit.



(c) The final pay will be processed at the normal date for the pay period that includes the employee's last working day, if payroll received timely notice. If the employee is eligible for vacation pay, the employee will receive the vacation pay as a lump sum payment one pay period after receiving pay for their final wages, in accordance with policy 41.001; see also policies 40.030 and 40.031.

(2) Job abandonment

Any employee in the classified service who is absent from duty habitually or for three or more successive duty days, without leave and without approval by the employee's appointing authority for such absence may be subject to removal for neglect of duty.

This rule does not require an appointing authority to initiate removal action if it is determined to be unwarranted nor does it preclude removal action for a shorter period of absence if the absence is of sufficient seriousness. The determination as to what constitutes a serious situation shall be made by the appointing authority. The employing department head must notify the chief human resource officer in writing as soon as it is evident that the employee has abandoned their job. The employee will be dismissed "for cause."

(3) Retirements

See also policy 41.090

(a) Employees who meet the eligibility requirements and wish to retire should notify their department as soon as feasible. Employees should complete the "retirement separation form" and submit it to university human resources in advance of retirement.

(b) All retirements are effective on the first day of the month immediately following the last day for which an employee is paid.

(c) An employee who is retiring must not work or turn in any compensable hours after the last day of the month prior to the retirement effective date. Returning retirees must seek the advice and counsel of university human resources, and the department must follow policy 40.037.