

New York University

UNIVERSITY POLICIES

Title: Separation from Employment Policy – California
Effective Date: February 13, 2019
Supersedes: N/A
Issuing Authority: Executive Vice President
Responsible Officer: Human Resources

Statement of Policy

This Policy addresses separation from employment from New York University in California (hereinafter, “NYU-CA” or “the University”).

To Whom the Policy Applies

This Policy applies to Administrators and Professionals and Professional Research Staff of NYU-CA (hereinafter, “covered employees”).

Faculty are not covered under this Policy, and should consult with the appropriate chairperson or dean and/or refer to the faculty handbook for any applicable policies on separation from employment.

Policy and Procedures

Reasons for separation from University employment may fall into one of the following categories:

Resignation

A resignation is when a covered employee voluntarily separates from his or her employment with the University. The University requests that a covered employee who resigns from the University provide his or her supervisor with advance notice, in writing, of his or her resignation at least four (4) weeks prior to his or her resignation date.

Retirement

A retirement is when a covered employee voluntarily separates from his or her employment with the University after meeting the University’s retirement eligibility rules. The University requests that a covered employee who retires from the University provide his or her supervisor with advance notice, in writing, of his or her retirement at least four (4) weeks prior to his or her retirement date. For information on retirement resources, please contact PeopleLink.

Termination

A termination is when a covered employee is involuntarily separated from his or her employment (or released during his or her probationary period) due to reasons other than layoff. Supervisors must obtain approval from the Office of Employee Relations prior to terminating the employment of Administrators and Professionals. Supervisors must obtain approval from the Office of Employee Relations and/or Office of Academic Appointments, as applicable, prior to

terminating the employment of Professional Research Staff. A covered employee whose employment is terminated for misconduct will not be eligible for re-employment.

Layoff

A layoff is when a covered employee is separated from his or her employment due to position elimination. Supervisors must obtain approval from the Office of Employee Relations prior to eliminating a position for Administrators and Professionals. Supervisors are encouraged to consult with Office of Academic Appointments prior to eliminating a position for Professional Research Staff.

Return of Property

By their last day of work, covered employees are required to turn in all University property (whether original or in duplicate) to their supervisors, including, but not limited to, University identification, office keys, tools, University-provided cell phones, laptops, iPads and other equipment, documents, policy or practice manuals, records, files, written materials, electronic information, software packages, computer disks, data storage devices, corporate credit cards, and all other University Property in the employee's possession or control. Please review the [checklist and exit tools](#) for more information on separation procedures.