

Termination of Employment

Resignation

Employees are requested to give a minimum of two weeks' notice (excluding unused vacation) when resigning from a position. Employees should submit their resignations in writing to their supervisors. Payment for unused vacation time, which is tracked through the payroll system, is made according to the records kept by the Human Resources Department.

Retirement

Employees who are retiring from the Seminary should inform their supervisor of their plans to retire, if possible, at least three months prior to their retirement date. The employee should schedule a meeting with the Human Resources Department approximately two months prior to their retirement date to determine if they are eligible for any benefits.

Involuntary Termination

Staff reduction or displacement. On occasion, a department may need to eliminate a position – due to changing needs, lack of available funds or work, or other circumstances – resulting in termination of an employee. Notice of any such position elimination is given, if possible, three months prior to the reduction. The president gives final approval for all such position terminations.

Performance misconduct. Employees are expected to meet acceptable standards of performance, in accordance with Seminary and department standards. If an employee fails to maintain these standards, then the supervisor works, in conjunction with the Human Resources Department, to address performance concerns through a corrective-action process (See Corrective-Action Process on page 30.)

Immediate Termination. In any case in which the Seminary deems that termination is warranted because serious misconduct has taken place, the Seminary reserves the right to terminate an employee immediately without notice or previous warning and without following the process described above.

All employees leaving the employment of the Seminary for any reason are required to turn in all keys, identification card, computer equipment, and parking permit sticker.