

PPM 320: Separations

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Note: For links to referenced documents see
Section VI, *Related Information*, below.

I. POLICY SUMMARY

- A. This section of the Policy and Procedure Manual for the University of California (UC) Agriculture and Natural Resources (ANR) describes the local implementing procedures for separation of individuals from the academic appointee position. Where applicable, relevant sections of the UC Academic Personnel Manual (APM) are referenced below.
- B. Nothing contained in these implementing procedures shall be read or interpreted to contradict the UC APM policy. If any provision should be in conflict with the UC APM policy, the UC APM policy shall prevail.
- C. The information provided below is general, but the circumstances associated with specific separations are unique. Please contact the Academic Human Resources Manager regarding specific situations, questions, or concerns (contact information appears on page 1 above).
- D. Selected academic appointees have been assigned to a UC campus with personnel actions approved through campus academic policies and procedures. Thus, those selected academic appointees are subject to campus policies and procedures and are not addressed in UC ANR local implementing procedures. This section of the Policy and Procedure Manual is applicable only to academic appointees subject to UC ANR personnel actions.

II. DEFINITIONS

The following definitions are specific to this PPM section and may or may not be applicable elsewhere.

- A. **Academic Appointee:** An individual appointed to the position of UC ANR Professional Researcher, Project Scientist, Specialist, Specialist in Cooperative Extension, Cooperative Extension Advisor, Academic Administrator, or Academic Coordinator.
- B. **Campus-Based:** Selected academic appointees are assigned to a UC campus. Most are subject to the campus academic personnel policies and procedures, and are not addressed in this context. This section of the PPM is applicable to academic appointees that are subject to UC ANR academic personnel policies and procedures.

III. POLICY TEXT

The following text summarizes UC ANRs procedures for separations based on the type: resignation, retirement, involuntary termination, medical separation, or death.

A. Resignation

1. An academic appointee that is planning to resign should give notice in writing to their immediate supervisor; the immediate supervisor will then copy the UC Cooperative Extension (UCCE) County Director, the Statewide Program/Institute

Director, or the Research and Extension Center (REC) director, and the UC ANR Vice Provost of Research and Extension or the UC ANR Vice Provost of Strategic Initiatives and Statewide Programs as appropriate. This should be sent sixty or more days before termination of employment. The last working day shall become the date of resignation. If their job duties are of so pressing a nature that vacation leave cannot be used, the remaining leave will be paid as terminal vacation.

2. The academic appointee shall complete a final summary report documenting status on any projects or activities and submit it to their supervisor. For advisors, the Civil Rights Compliance reporting reports must be completed to the date of resignation (the last day actually worked). All reports of field research should be recorded up to date. The academic appointee is responsible for returning keys, equipment, University and County government identification cards (if any). The appointee shall return to the immediate supervisor all equipment, materials, books, and other University property they have in their possession.
3. The resigning academic appointee shall consult with the Human Resources Benefits Counselor for completion of any human resources matters that may require action.

B. Retirement

1. Retirement Systems

Each career academic appointee in UC ANR is a member of, and is covered by, one of the following retirement systems: University of California Retirement Plan (UCRP).

2. Prescribed Retirement Date

Academic appointees who do not hold tenure or security of employment are not subject to a prescribed retirement date.

3. Preparation for Retirement

Retirement preparations should begin at least six months in advance of the anticipated retirement date. At this time, the prospective retiree should contact their immediate supervisor to advise them of their plan to retire. At least three months in advance, the prospective retiree should contact the Retirement Administrative Service Center (RASC) to arrange for the actual application for retirement. Counseling and estimates of retirement income are also available from the RASC office.

4. Disability Retirement

In case of severely disabling conditions, disability retirement may be available. Information concerning disability retirement is available from the Human Resources Benefits Office.

5. Vacation and Sick Leave Accumulation

Accrued vacation leave not taken before the effective date of retirement is paid as terminal vacation, as described in APM-730.

Accrued sick leave shall be credited toward retirement for appointees in all retirement systems that accept accrued sick leave for service credit, as described in APM-710. This accrual is added to the service credit used in the retirement formula to increase the benefit.

C. Involuntary Termination

1. Layoffs

This section sets forth the policies and procedures governing layoffs and involuntary reductions in time for UC Cooperative Extension Advisors, Specialists in UC Cooperative Extension, Academic Administrators and Academic Coordinators. The Professional Researcher, Project Scientist and Specialist title series are subject to the Academic Researcher's Unit collective bargaining agreement. (Refer to Section VI, *Related Information*, below for a link to the agreement.)

Before any layoff or involuntary reduction in time, the UC ANR Associate Vice President (Associate Vice President) shall review and approve the layoff plans to ensure that applicable policies and procedures are followed.

- a. **Applicability:** This policy applies to all UC ANR-based academic appointees with the following exceptions:
 - i. Campus-based academic appointees that are subject to campus academic personnel policies and procedures.
 - ii. Academic appointees in student status. These individuals are employed for a specific period of time, and failure to reappoint is not considered a layoff.
 - iii. Academic appointees employed for a specified period of time with a stated ending date, when that date is earlier than the date of the intended layoff.
- b. **Purpose:** The purpose of this policy is to establish equitable and consistent practices for academic appointees whose appointments must be terminated or reduced in time because of lack of work, lack of funds or programmatic needs.
- c. **Policy:** The following regulations govern layoffs and involuntary reductions in time:
 - i. **Responsibility:** The immediate supervisor, in consultation with Academic Human Resources, shall determine when a reduction in their respective staffs is necessary. Reasonable efforts shall be made to find other suitable appointments within the University for academic appointees who are subject to layoff.
 - ii. **Order:** The order of layoff or involuntary reduction in time for academic appointees in the same title and layoff unit shall be determined on the basis of special skills, knowledge, or abilities essential to the operation of UC ANR, as defined by the unit supervisor. When there is no substantial difference among academic appointees with respect to these criteria, seniority shall be taken into account as a factor in determining the order of

layoff or involuntary reduction in time. Preference for retention shall be given to academic appointees with greater seniority. In the case of an academic appointee paid from extramural funds in connection with a research grant or contract, the Principal Investigator shall be consulted.

- iii. Units: Within UC ANR, each UC Cooperative Extension county office, Statewide Program/Institute, or Research and Extension Center shall be considered a separate layoff unit for the purposes of this policy.
- iv. Determination of seniority: If seniority is used to determine the order of layoff or involuntary reduction in time, it shall be based on the number of months of full-time equivalent service with the University.
- v. Written notice: Not less than thirty calendar days' written notice shall be given to academic appointees. Pay may be given in lieu of notice.
- vi. Layoff status: Layoff status is limited to one year. Layoff status may be less than one year if:
 - a. The appointment would normally have expired, for appointments with specified ending dates; or
 - b. Reappointment occurs within UC ANR to the same or to an equivalent position.

Appointees in layoff status shall be recalled into any vacant position for which they are qualified when the position is in the same unit as that from which they were laid off. If more than one qualified person is in layoff status from the unit, the order of recall shall be in inverse order to the order of layoff or reduction in time. However, an appointee who possesses skills that are unique and that are essential to a project may, upon approval of the Associate Vice President, be reemployed regardless of the order of layoff or reduction in time. The Academic Human Resources Manager shall maintain a current roster of all appointees who are in layoff status.

- c. Benefits Upon Reemployment: When an academic appointee is reemployed after a period of layoff not exceeding twelve months, the periods before and after layoff are considered as continuous service for the limited purpose of applying university policies concerning sick leave, vacation, holidays, reduced fees, military leave, and merit salary increases. However, benefits and credits for service, including those related to any retirement system, do not accrue during periods on layoff status, and accrue during an involuntary reduction in time in accordance with applicable policy.
- d. Appeal: Layoff decisions may be appealed in accordance with policy and procedure set forth in the Policy and Procedure Manual Section 350: Grievances and Appeals.

2. Termination

Terminations may occur because of unsatisfactory performance, or for good cause. Terminations that occur because a program or function has been discontinued, or because of a reduction in time, are considered layoffs and are covered above. When an appointment is to be terminated, written notice shall be given in advance of the termination date in accordance with the following schedule:

- a. In the event of unsatisfactory performance, not less than one month's notice shall be given, unless otherwise specified in the APM 150 or the collective bargaining agreement. Unsatisfactory performance shall be documented as provided in PPM section 316, *Demotion and Dismissal for Substandard Performance*.
- b. For good cause, termination may occur with no advance notice.
- c. In either case, pay may be given in lieu of notice.

D. Death

1. Notification

If an academic appointee dies, their supervisor should advise the Academic Human Resources Manager and if possible, provide the Human Resources Benefits Office with the following information immediately, preferably by telephone:

- a. Place and date of death.
- b. Cause of death, including any circumstances that may involve official duty.

2. The Human Resources Benefits Office will need the following additional information.

- a. Names and beneficiary status of survivors:
 - i. Names and ages of children, if any.
 - ii. Widow or widower's name, if applicable. Is the surviving spouse the beneficiary (if known)?
 - iii. If the beneficiary is not the spouse, is the beneficiary a dependent (if known)?
- b. Name of attorney or executor of estate, address, and relationship to the deceased (if known).

3. Announcement

Upon receipt of the above information, the Academic Human Resources Manager shall:

- a. Advise the immediate staff most concerned and send an announcement to the editor for publication in an UC ANR news bulletin.
- b. Send a separation notice to the Business Operations Center (BOC), which

shall:

- i. Prompt the BOC Payroll group to process a death payment as follows:
 - Enter the termination template in UCPATH with the reason code for death,
 - Request from the deceased's immediate supervisor a timesheet providing the hours worked for the current pay period,
 - Submit a case to the UCPATH Quality Care Unit (QCU) with updated hours. The UCPATH QCU Facilitator will begin coordination of the process of paying out the One Month Death Payment to the survivors, the final earnings and accrued vacation payment to the survivors, etc.
- c. Notify the Retirement Administration Service Center (RASC), so that death benefits and continuing survivor benefits may be arranged. The RASC will communicate directly with the survivor(s), or with the person handling the estate, to make payment arrangements.
- d. Refer to APM 765, *Death Payments*.

IV. COMPLIANCE / RESPONSIBILITIES

Not used – see item III., *Policy Text* above.

V. PROCEDURES

Not used – see item III., *Policy Text* above.

VI. RELATED INFORMATION

- [UC Academic Researchers Unit Collective Bargaining Agreement, November 8, 2019 – September 30, 2022](#)
- [UC Academic Personnel Manual \(APM\) Section 145, Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time](#)
- [UC APM Section 150, Non-Senate Academic Appointees/Corrective Action and Dismissal](#)
- [UC APM Section 710, Leaves of Absence/Sick Leave/Medical Leave](#)

VII. FREQUENTLY ASKED QUESTIONS

Not used.

VIII. REVISION HISTORY

November 2017:

Format updated.

March 2021:

Revised for current practices, consistency and clarity, titles and links updated, gender-neutral language incorporated.

October 2021:

Revised to add the words, “or programmatic needs” to item III.C.1.b. on page 4., for improved consistency with APM 145, *Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time*.

September 2022:

Format updated.