

### **3.XX Separation of Employment**

**PURPOSE:**

The purpose of this policy is to provide structure, consistency, and accountability for Voluntary and Involuntary separations of employment.

**SCOPE:**

This policy applies to all Wichita State University (“University”) employees.

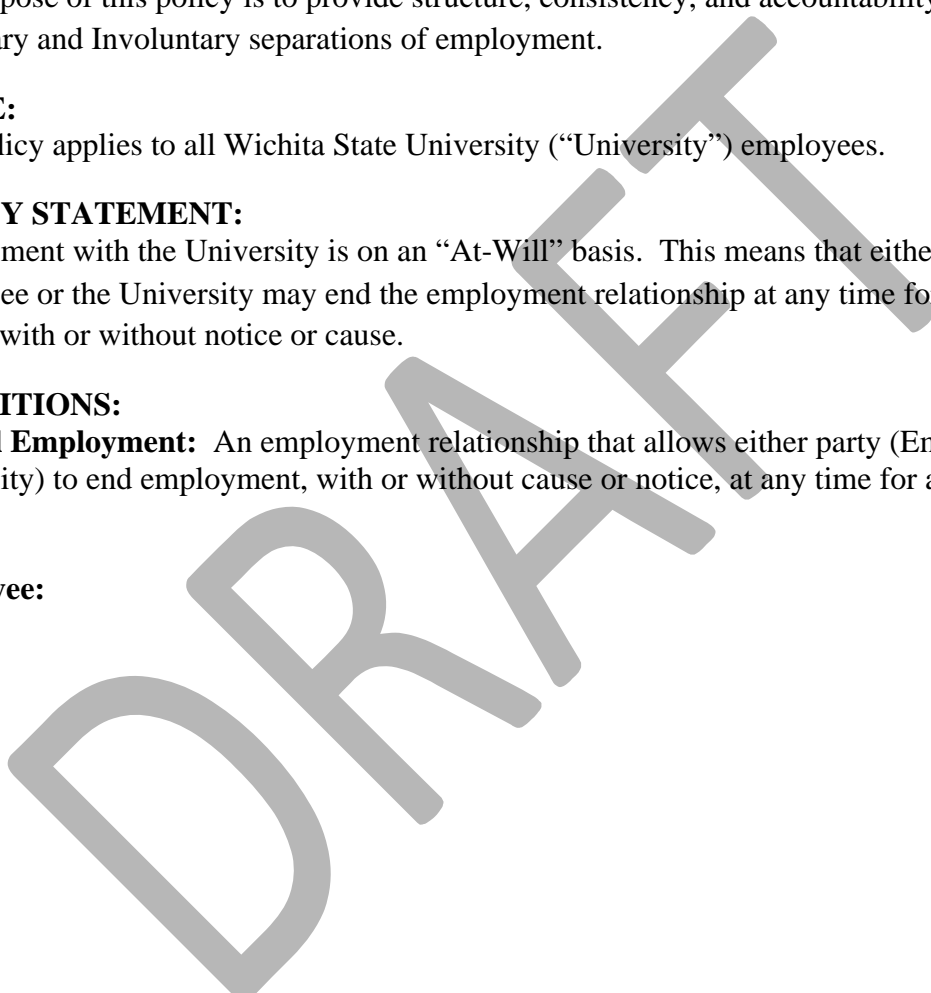
**POLICY STATEMENT:**

Employment with the University is on an “At-Will” basis. This means that either the Employee or the University may end the employment relationship at any time for any lawful reason, with or without notice or cause.

**DEFINITIONS:**

**At-Will Employment:** An employment relationship that allows either party (Employee or University) to end employment, with or without cause or notice, at any time for any lawful reason.

**Employee:**





- e. Management is responsible for preparing and/or reviewing the Separation documentation with Human Resources prior to meeting with the Employee. (Attachment B – Involuntary Separation Form)
- f. Management schedules time to meet with the Employee to present and review the Separation document.
- g. Management makes arrangements with the Employee

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