



Policy Number: IV.13  
Policy Level: Operating Policy  
Originally Issued: September 17, 2014  
Reviewed: November 10, 2017  
Revised: June 17, 2019  
Reviewed: October 5, 2022  
Reviewed: February 9, 2026  
Policy Owner: President  
Policy Implementation: Chief Human Resources Officer

## Employment Separation

### I. Policy Statement and Purpose

In accordance with Athens State University's mission, this policy establishes the requirements for an employee to provide timely notification if the employee wishes to discontinue employment with the University. This policy addresses voluntary employment separation by the employee through resignation or retirement. Termination for cause or misconduct or non-renewal is addressed in other operational policies.

### II. Resignation

University email and Banner self-service account privileges will be terminated 30 calendar days from the date of resignation. All other account privileges will be terminated at the time of resignation.

#### **Faculty**

A faculty member who does not wish to continue employment with Athens State University is required to give written notice of resignation at least thirty (30) days prior to the beginning of a semester.

Faculty resignations must be cleared with the Provost/Vice President for Academic Affairs and accepted by the President. The faculty member must complete all instructional duties for any semester started, except by written mutual agreement of both parties.

#### **Staff/Executive/Senior Administrative**

A staff member or executive/senior administrative employee who does not wish to continue employment with Athens State University is required to give written notice of resignation at least thirty (30) days prior to the effective date of the resignation. Staff and Executive/Senior Administrative resignations must be cleared with the immediate supervisor and accepted by the President.

### III. Retirement

University email and Banner self-service account privileges will be terminated 30 calendar days from the date of retirement. All other account privileges will be terminated at the time of retirement.



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### **Faculty**

A faculty member electing to retire under options available through the Teacher's Retirement System of Alabama must submit written notice to the Retirement System and to the President of the University no more than ninety (90) days and no fewer than thirty (30) days prior to the effective date of retirement. The effective date of retirement should coincide with the end of the contract period unless a different date is approved by the President.

### **Staff/Executive/Senior Administrative**

A staff member or executive/senior administrative employee electing to retire under options available through the Teacher's Retirement System of Alabama must submit written notice to the Retirement System and to the President of the University no more than ninety (90) days and no fewer than thirty (30) days prior to the effective date of retirement.

## **IV. Rescinding Resignation or Retirement Requests**

Normally a resignation or retirement notice, once officially accepted, may not be rescinded. The final decision to approve or deny a request to rescind rests with the President.

## **V. Responsibility for this Operating Policy**

### **Policy Owner**

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President is the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every three years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

### **Responsibility for Policy Implementation**

The President has assigned the responsibility of implementing this policy to the Chief Human Resources Officer.