

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Resignations, Suspensions and Dismissals for Classified Staff

**3-013
FISCAL SERVICES
July 2009**

POLICY

1.01 The responsibility for notifying the Human Resources Office that a classified employee is being separated from employment rests with the employing unit. The method of such notification shall be by submitting the completed Separation Notice form.

PROCEDURES

2.01 Resignations

- A. When a classified staff member resigns from employment, he or she should give the unit leader as much advance notice of the departure as possible. At least two weeks notice shall be considered minimal.
- B. Whenever possible, resignations should be presented to the unit leader in writing with a statement of reason(s) for the action.
- C. No classified staff member shall be absent from duty without authorized leave, except in cases of sickness or emergency. Any classified staff member who is absent without authorized leave of absence for three consecutive workdays shall be deemed to have abandoned the position and to have resigned from Oklahoma State University Institute of Technology. However, nothing stated herein shall be construed as preventing unit officials from suspending or dismissing a classified staff member for unauthorized absence.

2.02 Suspensions and Dismissals

- A. Causes justifying suspension or dismissal shall include, but are not limited to:
 - 1. theft;
 - 2. use of intoxicating liquors or illegal drugs on institutional time or property;
 - 3. inability to perform assigned duties satisfactorily as a result of drinking alcoholic beverages;
 - 4. malicious damage to property, tools or equipment;
 - 5. immoral or indecent conduct which violates common decency or morality;
 - 6. conviction of an offense involving moral turpitude;
 - 7. unauthorized and inexcusable absence;
 - 8. falsifying time clock or other official records;
 - 9. fighting;

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10. insolence or insubordination;
 11. negligence causing spoilage, waste or delay;
 12. sleeping on the job;
 13. unauthorized visiting or
 14. "loafing on the job" if it becomes chronic.
- B. Any continuing classified employee, who has satisfactorily completed the initial 12-month probation, who is suspended or dismissed from employment, shall have the right of appeal.
- C. In all cases of dismissal, the particulars of the case shall be documented and filed in the staff member's official personnel file maintained in the Human Resources Office.
- D. Upon request of the unit officials, the staff of the Human Resources Office will serve in an advisory capacity in matters of dismissal considerations.

Approved: August 1996
Revised: October 2005
Revised: July 2009