

ARTICLE 33 – RESIGNATION & JOB ABANDONMENT

- A. Employees who voluntarily separate from employment are, by definition, considered to have resigned their employment with the University. An employee who retires or otherwise voluntarily terminates from a position with the University shall be required to submit a letter of resignation as notice of termination at least fifteen (15) calendar days prior to the effective date of such resignation/termination. Any and all compensation due and/or owing such employee may be withheld pending timely receipt by the University of such notice of resignation/termination.
- B. Upon submission of a notice of resignation/termination there shall be no withdrawal or estopping of the resignation/termination except by the written mutual agreement of the University and AFSCME.
- C. The University shall notify the employee in writing at the employee's last known mailing address of all actions taken under the provisions of this Article.
- D. Job Abandonment / Resignation

The University may treat failure to report to work for five (5) or more consecutive scheduled workdays without notice as an employee's abandonment of, and resignation from, her/his University position.

1. In the case of such job abandonment/resignation, the University shall provide the employee with written notification of its intent to separate her/him. This notification shall include the reasons for the separation, the employee's right to respond to the University within fourteen (14) calendar days, and a Proof of Service. The notification shall be sent to the employee's last known mailing address.
2. At the option of the employee, her/his response may be written or may be a meeting with a designated University official who has the authority to effectively recommend reinstatement of the employee.
3. Following the employee's timely response, or if no response was provided within the fourteen (14) calendar days, the designated University official shall issue a final decision.
4. Separations for job abandonment may be grieved/arbitrated solely to determine if job abandonment as defined under this article has occurred and if the University satisfied its obligations in D.1 above.
5. If the arbitrator determines that job abandonment has occurred and the University has complied with D.1 above, they shall have no authority to overturn or modify the University's action.
6. The parties mutually agree that the University will not issue a notice of job abandonment and acceptance of resignation, under Article 34, to an employee when the University and the Union have knowledge of the employee participating in a concerted activity at the University.