

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

**Resignations, Suspensions and Dismissals for Non-Exempt Staff**

**3-013  
FISCAL SERVICES  
August 2013**

POLICY

- 1.01 The responsibility for notifying the Human Resources Office that a non-exempt 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 non-exempt 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 customary.
- B. Whenever possible, resignations should be presented to the unit leader in writing and stating a reason(s) for the action.
- C. No non-exempt staff member shall be absent from duty without authorized leave, except in cases of sickness or emergency. Any non-exempt 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 OSU Institute of Technology. However, nothing stated herein shall be construed as preventing unit officials from suspending or dismissing a non-exempt 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;

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

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 non-exempt 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.
- E. All cases of dismissal must have prior approval from the President. A request to dismiss is to be made to the Human Resources Office who will submit to the President for approval.

Approved: August 1996  
Revised: October 2005  
Revised: August 2013