Termination of Employment

Voluntary Termination
A voluntary termination is a termination initiated by the employee (for example a resignation or a retirement). Employees who terminate their employment at WPI are asked to give the University at least two weeks advance notice for non-exempt (hourly) staff employees and at least four weeks’ notice for exempt (salaried) staff employees. Employees wishing to terminate from the university should submit a written statement (forms are available in Human Resources) which states the reason(s) for termination and the effective date of the resignation (the effective date is the last work day at WPI). A copy of the resignation letter should be submitted to the direct supervisor and the Office of Human Resources. In some cases, the University may accept an employee’s resignation effective immediately or as of another date prior to the end of the notice period. In those cases, the University will compensate the employee at his/her straight-time rate of pay for the notice period (or for any remaining portion of the period) to a maximum of two weeks’ pay (in the case of a non-exempt hourly employee) or four weeks’ pay (in the case of an exempt salaried employee), unless the employee’s resignation is accepted early due to the employee’s poor conduct or performance during the notice period.

Involuntary Termination
An involuntary termination is any termination of employment initiated by the University. Please refer to “At Will Employment”.

Transition Interview and Final Pay
If an employee terminates employment with the University through resignation or retirement or because of a voluntary termination, he/she will be scheduled for a transition interview with the Office of Human Resources. During this meeting, the employee will be informed of any termination benefits to which he/she may be entitled and any continuing obligations he/she may have, such as loans. Keys, books, tools, equipment, ID cards, uniforms and other University property must be returned at this time. You may also be asked to participate in an exit interview when you leave the University. The purpose of the exit interview is to provide management with greater insight into employee relations and to avoid unnecessary employee claims. Your cooperation in the exit interview process is appreciated.

In cases of an involuntary termination, final pay is issued on the date of termination. In cases of voluntary termination or retirement, final pay will usually be issued on the next regular payday. Final pay includes payment for all hours worked since the employee’s last payday and payment for any earned but unused vacation time. Final pay is reduced by taxes and other required legal deductions, authorized deductions (such as employee contributions to the premium cost of the group health plan). Upon separation from employment, all debts payable to the University must be settled.