The Campus Business Officer’s Group met on Thursday, June 8, 2017, at 8:35 a.m. in the President’s Conference Room, second floor, Sikes Hall.

Present: Steve Crump, presiding; Melissa Kelley, Public Service Activities; Regina Carroll, College of Education and College of Behavioral, Social & Health Sciences; Leigh Dodson, Agriculture, Forestry, & Life Sciences; Barbara Bass, College of Science; Katherine Dobrenen, Clemson Computing and Information Technology; Sherri Rowland, Accounting Services; Beverly Leeper, Controller’s Office; Clint Carlson, Accounting for Related Organizations; Stephanie Barker, Cash & Treasury; Lisa Knox, Lean Office; Todd Barnette, Facilities; Jimmy Barnes, Provost Office; Cindy Jefferson for Carla Bennett, College of Business; Charles Tegen, Enterprise Risk Management; Tony Dickerson, Research; Teresa Hollifield for Lisa Bona, Student Affairs; Erin Thomas, President/Board/Budget Office; Chris Wood, Vice President for Academic Affairs and Provost; Laurie Haughey, Office of Human Resources; Jacqui Stephens, College of Architecture, Arts, & Humanities; Eric George, Athletics; Kelly Collins, College of Engineering, Computing and Applied Sciences; Sharon Littlejohn, Athletics; Kathy Gibson, Research; Cathy Tillett, Internal Auditing; Scott Pigeon, Procurement & Business Services

I. Welcome & Introductions
Steve Crump called the meeting to order and welcomed business officers. New comers were welcomed: Laurie Haughey, Office of Human Resources.

II. Procurement & Business Services Update
Scott Pigeon filled in for Mike Nebesky to present the following items:

a) WORKS P-Card system – As an update from April’s CBOG meeting, training for the WORKS P-Card system has been implemented. The WORKS P-Card system will allow each department to handle many of the tasks that were being completed by Lynn Crawford as the Procurement Card Administrator for all of Clemson University. HEHD, CCIT, and the Business school have completed the training; with Student Affairs and the Research department scheduled to complete training soon. Anyone that has needs to complete training and has not yet done so, can contact Lynn Crawford in Procurement and Business Services. For more information about the WORKS P-Card system visit the Procurement and Business Services website at https://www.clemson.edu/procurement/.

b) Change in process and workflow in BuyWays – There is a change in process and workflow in BuyWays for a new role titled Department AP, which was once the invoice handler. Department APs need to learn how to correctly process invoices. The goal is that purchase orders are created before items are ordered. The PCard is still available to for orders of $2,500 or less. Although it is not mandatory, creating a purchase order for these orders is still encouraged. The idea is to send invoices through Ricoh in the Dillard building. In addition, bill to addresses will be changed to the central location in the Dillard building. Please contact Allison Patton in Business and Procurement Services if you have any questions.

c) Online booking tool – The online booking tool can be found through the Procurement website, under travel information, under the travel. The tool books through
Christopherson, Clemson University’s contract carrier, and can be used to book travel arrangements for faculty/staff, group travel, student travel, and travel for guests of the University. The online booking tool has the capability to track and locate travelers that have booked or updated their travel information through the site. It can be used as an alerting system, in the event that any important updates need to be sent to employees while they’re traveling. The map in the online booking tool shows any type of weather or traffic alerts. Travelers are able to update their travel information through the online booking tool, even if they did not book through the site. Admins are also able to receive guest access to book arrangements on another’s behalf. The advantage of inputting travel information in the online booking tool is that the University is able to correspond with and locate travelers in the event of an emergency or should the Crisis Reaction team need to meet.

d) My Clemson for Domestic Travel – My Clemson is a site that was built by CCIT that allows you to upload pictures of your travel receipts. Since use of the site was implemented two years ago, 1,648 vouchers have been submitted using My Clemson. My Clemson allows travel vouchers for domestic travel to be completed through the site and serves as a one-stop place to store all records related to domestic travel; which can be especially useful for anyone traveling using grant money that may need to pull previous records.

   a. Reminder that the travel policy states that if travelers choose an upgraded seat (front of the plane, near the emergency exit, etc.), the traveler is then responsible for the upgrade cost.

III. Budget Update
Erin Thomas filled in for Virginia Baumann to provide the Budget Update:

a) State Budget – General Assembly has adopted a state budget, as recommended by the Conference Committee. The state budget includes allocations for increased health insurance and retirement costs. The budget also includes the following allocations: recurring E&G funding of $1.4M for general operations, recurring funding for PSA funding of $2.3M for agriculture and natural resources and extension programs.

b) Budget Development – The Budget Office thanks everyone for their hard work regarding budget development.

c) Unrestricted and Restricted Budgets have been loaded. However, this does not include fund balance and performance credit budgets at this time. They are being evaluated.

d) Budget Amendment Tool – Roll out of the Budget Amendment Tool in Hyperion is estimated to begin in September 2017.

e) Intra-Fund Transfers – David Watson is working with the College of Engineering on an Intra-fund transfer policy; which would allow transfers within a budget center. David will follow up with documentation from the process.
IV. Pooled Fringe Update
Beverly Leeper shared that DHHS has approved the pooled fringe rates, which can be found on the Controller’s website: https://www.clemson.edu/finance/controller/rates/. Fiscal year 2017/2018 rates are effective July 1, 2017.

<table>
<thead>
<tr>
<th>Applicable Category</th>
<th>Rate % FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 month</td>
<td>31.1%</td>
</tr>
<tr>
<td>Administrative</td>
<td>37.2%</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>13.4%</td>
</tr>
<tr>
<td>Undergraduate Students</td>
<td>3.2%</td>
</tr>
<tr>
<td>Part-Time/Temporary</td>
<td>19.1%</td>
</tr>
</tbody>
</table>

There was an adjustment in the Part-Time/Temporary Pooled Fringe proposed rate reported at the February 2017 CBOG meeting, which was 20.9%. This rate decreased to 19.1% based on the adjustment requested by DHHS.

V. Departmental Asset Tracking System Update
Sherri Rowland provided an update from April’s CBOG meeting on the Digital Asset Tracking system. As of June 8th, 2017, 105 departments have entered information into the Digital Asset Tracking system; which is an increase in participation from the 74 departments that had entered information into the system the previous week.

In addition, Steve Crump shared that the pilot program to physically observe inventory over the past year, will continue into next year.

VI. Kronos Update
Steve Crump and Laurie Haughey provided the Kronos Update in Lisa Gagnon’s absence.

   a) Kronos Mobile App – The Kronos mobile app will be rolled out to everyone on campus. The Kronos mobile function for an employee allows them to use their smartphones to record punches and transfers, request leave, and view timecard schedules and leave balances. Supervisors can use their smartphones to view exceptions and view and approve timecards. A pilot roll out of the Kronos mobile app is scheduled for June 16th to the Finance and CCIT divisions. A campus-wide roll out of the Kronos mobile app is scheduled for July 10th. Discretion will be up to the vice presidents as to what extent they want employees in their departments using the mobile app to enter time. While not everyone uses Kronos timesheets yet, everyone is on Kronos leave. The Kronos mobile app is meant to be an option offered for the convenience of employees. Communications and policies will be rolled out prior to the implementation.

   b) Kronos Version 8x – Upgrade to Kronos version 8x is scheduled to go live the first week of August. This upgraded version is totally Java free and is significantly more reliable.

   c) Overtime Default – Based on guidance from the Executive Leadership Team (ELT), any overtime will default to paid overtime instead of comp time. Once the Kronos version 8x upgrade takes place, the standard default will be to pay out overtime.
VIII. Other Matters
CBOG discussed employees requesting a personal phone stipend due to the use of the 2-Factor Authentication system. Please remind employees that using their personal cell phone is not the only way to log-in using the 2-Factor Authentication system. Instruct employees to reach out to CCIT for help with setting up other options to access the 2-Factor Authentication system.

The new cell phone stipend policy still has to be presented to ELT before it is officially put into place. An estimated effective date is January 1, 2018.

There is a new Business Center Manager position open to support the behavioral units of Strom Thurmond. Please direct any interested candidates to Regina Carroll.

There is no set timeframe for transitioning groups who are not using Kronos timecards to Kronos. Focus is on the Kronos version 8x roll out to ensure its reliability before transitioning areas to Kronos. As a whole, the group has not seen a huge problem with non-exempt employees working outside normal hours on the “old” timecard keeping system.

There being no further business, the meeting was declared adjourned at 9:20am.
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Introduction

While retirement is typically the end of an employment relationship between an individual and the University, it is also an event that requires consideration and planning from the onset of employment. These guidelines cover retirement options and requirements from an employee’s first days with the University—including eligibility, election and enrollment in a state retirement plan—through retirement/financial education, retiring and post-retirement employment.

This document contains an abbreviated description of the retirement benefits offered by the South Carolina Public Employee Benefit Authority (PEBA). The information in this document is meant to serve as a guide for faculty and staff members and does not constitute a binding representation of PEBA. Title 9 of the South Carolina Code of Laws, which governs all retirement benefits offered by the state, contains a complete description of the retirement benefits, including terms and conditions. State statutes are subject to change by the general assembly. The language used in this document does not create any contractual rights or entitlements and does not create a contract between the member and the S.C. PEBA.

The Office of Human Resources (OHR) is available to assist with all aspects of the retirement process. Faculty and staff members are encouraged to take advantage of OHR’s knowledgeable benefits counselors and planning resources to make informed decisions about retirement.

Documents, forms, templates and websites referred to in these guidelines are listed and linked in the Related Resources section of this document. For definitions, see the OHR Glossary of Terms.

State Retirement Plan Options

Eligibility

All paid employees (faculty and staff members) of Clemson University are eligible to participate in state retirement benefits and are required by the state of South Carolina to enroll in a Public Employee Benefit Authority (PEBA) approved state retirement plan or elect non-membership. Student workers are not permitted to participate in state retirement benefits.

Per state regulations, employees in temporary positions who do not have funds on file with the S.C. Retirement System may elect non-membership in a retirement plan, which is a waiver of participation. If non-membership is elected, the employee can enroll in a retirement plan at a later date only if the employee transfers to a permanent FTE position (at Clemson University or another state of South Carolina agency) or experiences a break in service.

Enrollment or Election of Non-Membership

Newly hired employees are required to make a South Carolina state retirement election or, if eligible, elect non-membership, within the first 30 days of employment. For employees who fail to do so, membership will irrevocably default to the South Carolina Retirement System (SCRS) defined benefit plan. If a break in service occurs, however, the 30-day election period begins anew. In accordance with PEBA guidelines, a break in service for the sole purpose of renewing the 30-day election period does not, in fact, qualify the employee for a new 30-day election period.

Employees who elect to enroll in the State Optional Retirement Program (ORP) must also establish a PEBA-approved service provider within 30 days of employment.
PEBA-Approved State Retirement Plans

The state of South Carolina offers eligible Clemson University employees three PEBA-approved state retirement plans:

- **The South Carolina Retirement System (SCRS)**
- **The State Optional Retirement Program (State ORP)**
- **The Police Officers Retirement System (PORS)**

**The South Carolina Retirement System (SCRS) Plan**

SCRS is a 401(a) defined benefit plan. This plan bears the investment risk and provides a monthly annuity based on a statutory formula rather than the balance in a member’s account. The contributions made by the member and Clemson University and the investment earnings on those contributions are used to fund retirement benefits.

**The State Optional Retirement Program (State ORP)**

The State ORP is a 401(a) defined contribution plan that provides an account into which the member and Clemson University contribute. Members of the State ORP choose how to invest their funds within the plan’s investment options and bear the risk of the investments. The retirement benefit consists of the balance in the account when the member retires.

**The Police Officers Retirement System (PORS)**

PORS is a 401(a) defined benefit retirement plan primarily for the University’s police officers, firefighters, peace officers, coroners, magistrates and probate judges. This plan bears the investment risk and provides a monthly annuity based on a statutory formula rather than the balance in a member’s account. The contributions made by the member and Clemson University and the investment earnings on those contributions are used to fund retirement benefits.

Up-to-date information on PEBA-approved retirement plans is available at [www.peba.sc.gov/retirement](http://www.peba.sc.gov/retirement) or through an OHR benefits counselor.

Retirement Plan Contribution Rates and Limits

Employee and employer contribution rates are set by the S.C. PEBA Board each year based on the results of the annual actuarial valuation of the system and statutory requirements. Up-to-date information on PEBA-approved retirement plan contribution rates is available at [www.peba.sc.gov/retirement](http://www.peba.sc.gov/retirement) or through an OHR benefits counselor.

The Internal Revenue Service imposes a federal compensation limit under the Internal Revenue Code (IRC), Section 401(a) (17). This limit, also referred to as a cap, is placed on the amount of annual compensation that may be taken into account for purposes of calculating retirement plan contributions. Employees who became members of SCRS or PORS or participants in State ORP prior to January 1, 1996, are not subject to the annual compensation limit. Employees who became members or participants on or after January 1, 1996, are subject to the compensation limit as adjusted by the commissioner of the IRS for increases in the cost of living in accordance with Section 401(a)(17) of the IRC. Compensation in excess of this limitation is not subject to retirement contributions. Up-to-date information on the federal compensation limit is available at [www.peba.sc.gov/retirement](http://www.peba.sc.gov/retirement) or through an OHR benefits counselor.
Changing Your Retirement Plan
Generally, the retirement plan election is an irrevocable decision, and members cannot change the retirement plan in which they elected to enroll. However, there are exceptions—which are detailed below—that allow a member to elect a new plan.

State ORP Annual Open Enrollment Period
The annual open enrollment period for all participants of the State ORP is January 1 through March 1 of each year. During this period, State ORP participants may change their State ORP vendor or, if eligible, may irrevocably elect to participate in the South Carolina Retirement System (SCRS). In accordance with PEBA guidelines, State ORP participants are eligible to change from the State ORP to the SCRS plan during the annual open enrollment period if at any point during the open enrollment period they have at least 12 months, but no more than 60 months, of participation from their initial enrollment in the State ORP.

Moving from a Temporary to a Regular FTE Position
Temporary employees who later move to regular FTE positions are required to participate in one of the state retirement plans upon hire into the FTE position, even if they elected non-membership as a temporary employee.

Break in Service
Members with a bona fide separation of employment—excluding retirement—who are later hired into another retirement-eligible position, may elect to continue membership in the retirement plan they had elected prior to separation from employment or elect membership in an alternative PEBA-approved retirement plan. No changes are allowed to active SCRS accounts, but, if the account is inactive (no contributions for one year or more), the employee can choose between SCRS or OPR membership. In accordance with PEBA guidelines, a break in service for the sole purpose of renewing the 30-day election period is not a bona fide separation and does not, in fact, qualify the employee for a new 30-day election period.

Retirement Planning
Ideally, employees engage in retirement planning throughout their careers. Retirement planning is about envisioning the future, then creating a plan to attain it. The following section includes retirement planning resources as well as things to consider when planning for retirement.

Purchasing Additional Service Credit
Active SCRS and PORS members can establish additional service credit for various types of previous employment and leaves of absence. In addition, active SCRS and PORS members can establish up to five years of nonqualified service (service credit not associated with any specific employment). Visit www.peba.sc.gov/retirement for more information.

Supplemental Retirement Programs
Employees who want to save more for retirement can supplement their retirement savings by deferring a portion of their compensation on a before-tax or after-tax basis to a 401(k) plan, 403(b) plan and/or a 457 plan. All paid employees (excluding student workers) are eligible to participate. Up-to-date information on supplemental retirement programs is available at www.clemson.edu/employment or through an OHR benefits counselor.
Retirement Education

Financial Literacy Series
In an effort to help employees make sound financial decisions, the Office of Human Resources partners with the South Carolina Retirement System to provide a series of no-cost financial literacy seminars. Whether beginning their professional careers or nearing retirement, attendees of the financial literacy seminars are provided the tools and resources needed to make informed decisions regarding their financial well-being now and in the future. Up-to-date information on the Financial Literacy Series is available at www.clemson.edu/employment or through an OHR benefits counselor.

Planning for the Future Seminars
Planning for the Future seminars were developed to assist Clemson University employees in planning for one of the most challenging and exciting periods in life – retirement. These one-day seminars offer a full range of topics delivered by experts from the S.C. Retirement System and the Social Security Administration as well as financial planners. Up-to-date information on Planning for the Future seminars is available at www.clemson.edu/employment or through an OHR benefits counselor.

South Carolina Retirement System
The PEBA South Carolina Retirement System offers a variety of retirement planning resources in-person and on their website www.peba.sc.gov/retirement. Resources include financial calculators, retirement planning seminars, educational series, and retirement benefit videos.

Retirement Counseling

OHR Benefits Counselors
Benefits counselors within the Office of Human Resources are available to talk to employees about PEBA-approved retirement plans, Clemson University provided supplemental retirement plans, retirement planning resources, retiree insurance, steps for beginning the retirement process, and post-retirement employment.

State Optional Retirement Program Vendors
All paid employees, excluding student workers, are eligible to speak with financial planners from the PEBA-approved State ORP vendor list regarding their retirement planning needs. Regardless of the selected retirement plan, including elected non-membership, employees may select a financial planner of their choosing from the PEBA-approved list. Up-to-date contact information for PEBA-approved State ORP vendors is available at www.peba.sc.gov/retirement or www.clemson.edu/employment or through an OHR benefits counselor.

South Carolina Retirement System
The PEBA South Carolina Retirement System offers counseling regarding PEBA-approved state retirement plans to include eligibility for retirement and retiree insurance, steps to take to file for retirement, post-retirement employment and more.

Designating Beneficiaries for Your Accounts
Some PEBA-approved state retirement plans and Clemson University supplemental retirement programs offer options for members to provide benefits to survivors in the event of their death. Contact an OHR benefits counselor for more information.
Retiring

The Office of Human Resources offers retiring employees information on and assistance with retirement. Employees are encouraged to meet with an OHR benefits counselor at least six weeks prior to the planned retirement date in order to avoid processing delays and to take full advantage of assistance from the University.

In accordance with Clemson Separation from Employment Policy, retiring employees are expected to provide written notice to their supervisor within the timeframe specified for their position. Faculty notice requirements are outlined in the Faculty Manual. Staff members are expected to give a minimum of two weeks’ notice, with longer notice requirements for certain leadership positions as communicated by the supervisor.

Clemson provides a Notice of Resignation or Retirement form to facilitate the notification process and ensure that the employee’s transition is handled appropriately and in a timely manner.

Employees should be certain of their decision to retire prior to tendering formal notice. Just as it is a transition for the employee, retirement triggers a chain of events for the University. Accordingly, once an employee gives notice, the notice may not be rescinded, nor may the separation date be altered, without prior approval from the Chief Human Resources Officer (CHRO) or designee.

Retirement Defined

Because Clemson University and the state of South Carolina offer a number of retirement plan options, “retirement” means different things to different people.

- For SCRS/PORS members, retirement is when a member who has separated/is separating from employment with Clemson University or another South Carolina state agency is eligible for and elects to receive state retirement benefits.
- For State ORP members, retirement is when the member separates from employment with Clemson University via declared retirement.

Any employee who retires from Clemson University is considered to have separated voluntarily from employment.

Eligibility

In accordance with PEBA guidelines, SCRS/PORS participants must meet certain service criteria to be eligible for retirement. State ORP participants are vested immediately and have no service eligibility requirements for retirement. Up-to-date eligibility requirements can be found at www.peba.sc.gov/retirement.

Retirement eligibility may be affected by a member’s disability status with the Social Security Administration. Disabled members are encouraged to meet with an OHR benefits counselor to determine eligibility.

Retirement from the SCRS or PORS Defined Benefits Plan

Retirement Application (SCRS/PORS)

In accordance with PEBA’s guidelines, members enrolled in an SCRS or PORS defined benefit plan must submit a retirement application to PEBA in order to begin receiving monthly benefits. Retirement application forms can be filed up to six months prior to the planned retirement date. Application forms
can be processed directly through the state of South Carolina or through Clemson University’s Office of Human Resources. To file through the University, however, you must be actively employed by Clemson.

**Utilizing Leave Accrual Benefits to Increase Monthly Annuities**

SCRS/PORS members with a membership date prior to July 1, 2012, may be eligible to utilize the dollar amount of up to 45 days of unused annual leave paid at retirement as well as up to 90 days of unused sick leave in the member’s retirement benefit calculation. Contact an OHR benefits counselor for more information.

**Teacher and Employee Retention Incentive (TERI) Program**

In accordance with PEBA’s guidelines, a South Carolina Retirement System (SCRS) plan participant with a membership date prior to July 1, 2012, and who is eligible for a service retirement, can elect to participate in the Teacher and Employee Retention Incentive (TERI) program when he or she completes the retirement application. TERI participation allows eligible members to retire and begin accumulating their monthly annuity on a deferred basis for up to 60 months (or until June 30, 2018, whichever comes first) without terminating their employment. All TERI participation will end on or before June 30, 2018, regardless of when a participant entered the program. For up-to-date information on the TERI program, see [www.peba.sc.gov/retirement](http://www.peba.sc.gov/retirement).

When ending participation in the TERI program, employees will need to answer the following questions regarding their retirement:

- What is the exact end date of my TERI retirement, and when do I need to provide notice of intent to separate from employment?
- How do I want to receive or roll over my accumulated TERI funds?
- Do I intend to return to work for the state of South Carolina in the future?
- Do I now need to enroll in retiree group insurance coverage?

Assistance with making these decisions and completing the paperwork required to end TERI participation is available through the Office of Human resources. Employees are encouraged to contact an OHR benefits counselor 90 days prior to their TERI participation end date.

**Retirement from the State ORP**

Employees enrolled in the State ORP are not required to file retirement applications. Participants are reminded to use the Notice of Resignation or Retirement form to inform their supervisors in a timely manner of their intent to retire, as such notice initiates retirement processing within the Office of Human Resources. For retirement plan information, participants should contact their State ORP vendors.

**Retiree Insurance**

Eligibility for the state retiree insurance package is determined by the South Carolina Public Employee Benefit Authority (PEBA) and not Clemson University.

SCRS, PORS, and State ORP members become eligible for retiree group insurance benefits using the same requirements. Eligibility for retiree group insurance is based on the retirement service credit an employee earns while working for Clemson University and other state of South Carolina agencies. If deemed eligible for retiree insurance benefits, Clemson University retirees may also be eligible for a state contribution to their retiree insurance premiums based on when they began employment and on the number of years of earned service credit. Eligibility for retiree group insurance can be found within the PEBA Insurance Benefits Guide on PEBA’s Insurance Benefits website [www.peba.sc.gov/insurance](http://www.peba.sc.gov/insurance).
Employees can participate in retiree insurance counseling through the Office of Human Resources, including general information and assistance with retiree insurance applications; however, PEBA makes the final determination regarding an employee’s eligibility to continue state insurance into retirement.

Retired Employees
Clemson University allows retired employees to use as many of its facilities and services as is practicable. Services that retired employees can request continued use of include, but are not limited to, parking permits, library privileges, Fike Recreation Center memberships and access to University email accounts.

Emeritus Faculty
As outlined in the Faculty Manual, eligible retired faculty receive the title of Emeritus or Emerita appended to their professorial rank upon official retirement.

Post-Retirement Employment
Eligibility
Retirees seeking employment at Clemson University are eligible for temporary (non-FTE) positions only. Position types available to retirees include temporary, intermittent, time-limited and temporary grant positions. During the hiring process, it is the responsibility of the hiring manager to achieve eligibility compliance. If it is found that a retiree has been inadvertently hired into an FTE position, OHR will adjust the position to a non-FTE classification.

Break in Service Requirement (SCRS/PORS)
SCRS/PORS retirees who did not participate in the TERI program must wait 30 consecutive calendar days before returning to employment with the state of South Carolina, including Clemson University. Failure to adhere to the break-in-service requirement will result in the suspension of retirement payments for as long as the retiree remains in state employment.

For TERI retirees, time participating in the TERI program counts toward the break-in-service requirement; however, post-TERI retirees must take a one-day break in service prior to re-employment.

For up-to-date information on break-in-service requirements for SCRS/PORS retirees, please see PEBA’s Return to work page.

State Employee Grievance Procedure Act
Retirees returning to employment are exempt from the State Employee Grievance Procedure Act. Employment is at will.

Hiring
In accordance with Clemson’s Hiring Policy, the hiring manager should require any retiree seeking employment with Clemson to apply for and compete for the position. The direct hire of a retiree requires prior approval from the CHRO, or designee, and the VP/division head. Direct hires of retirees are limited to a duration of 12 months, after which the candidate must be separated from employment, then required to apply for and compete for the position. Direct hires of retirees are not renewable or extendable and are reserved for situations where adequate succession planning is not possible.
Deciding Compensation
In accordance with Clemson’s Compensation Policy and Guidelines, compensation offered to a retiree should be based on 1) a market analysis of the position description and 2) the candidate’s qualifications. The hiring manager is required to adhere throughout to the current Compensation Policy and Guidelines, including obtaining approval from OHR’s Classification and Compensation unit for offered compensation.

Working Retiree Retirement Contribution Rate
In accordance with PEBA guidelines, retired members of SCRS and PORS who return to covered employment are required to contribute a tax-deferred percentage of their gross pay into their retirement account; however, no additional service credit or interest on the account will be earned. Up-to-date information on retirement plan contribution rates for returning retirees is available at www.peba.sc.gov/retirement or through an OHR benefits counselor.

Insurance Coverage
In accordance with PEBA guidelines, any Medicare-eligible retiree (65+) working in a position eligible for South Carolina state active employee insurance coverage 1) cannot be covered as a retiree with PEBA insurance benefits and 2) must either enroll in coverage as an active employee or have no insurance coverage with PEBA. It is the responsibility of OHR’s Benefits unit to achieve compliance with these PEBA guidelines.

Complying with Earnings Limitations
In accordance with PEBA guidelines, retirees from SCRS or PORS defined benefit plans are subject to the following earnings limitation: Effective January 2, 2013, any employee who retired or entered the TERI program before reaching age 62 who then returns to covered employment and earns more than $10,000 per year in salary from any South Carolina state agency will forgo the retirement distribution for the remainder of the calendar year in which the limit was exceeded.

The $10,000 earnings limitation does not apply to the following categories of retirees:

- SCRS/PORS members who retired or entered the TERI program prior to January 2, 2013
- SCRS members who retired or entered the TERI program after they reached age 62
- PORS members who retired after they reached age 57
- ORP participants

Retirees are responsible for monitoring their earnings from South Carolina state agencies and complying with the PEBA earnings limitation. This limitation applies to any Clemson employee who is retired from the SCRS or PORS defined benefit plan, regardless of which S.C. state agency he or she retired from.

Retirees younger than age 65 and receiving an SCRS disability annuity or younger than age 55 and receiving a PORS disability annuity are asked to view PEBA’s Return to Work page for earnings limitation guidance.

Working 48 Continuous Months
SCRS/PORS retirees who return to employment and work 48 continuous months with an annual earnable compensation of at least 75 percent of the average final compensation used to calculate their monthly annuity, may elect to cease their monthly annuity and become an active member of SCRS or PORS. When the member subsequently retires, the monthly annuity will be calculated as if the member
were retiring for the first time. TERI participation does not count toward the 48-month period. Contact an OHR benefits counselor for more information.

**Annual Leave Payout as a Rehired Retiree**

Per South Carolina Code of Law Section 8-11-620(A)(4), employees who either 1) retired with the state of South Carolina on or after July 1, 2005, or 2) retired prior to July 1, 2005, and were rehired into a leave-eligible position on or after July 1, 2005, are not eligible to receive a payout of unused annual leave upon separation.

**Resources**

**Office of Human Resources Contact Information**
- Contact ASK-HR/ (864) 656-2000

**University Policies and Documents**
- Compensation Policy
- Compensation Guidelines
- Faculty Manual
- Guidelines for Hiring Staff
- Guidelines for Hiring Executive Leadership Team
- Guidelines for Hiring Faculty and Special Faculty
- Hiring Policy
- Notice of Resignation or Retirement form
- OHR Glossary of Terms
- Separation from Employment Policy
- Supplemental Retirement Participation Procedures

**External Documentation**
- PEBA Select Your Retirement Plan Guide
- SCRS Member Handbook
- PORS Members Handbook
- State ORP Plan Document
- TERI Program Overview Brochure
- PEBA Insurance Benefits Guide
Guidelines for Separating from Employment

June 15, 2017
Introduction

The Guidelines for Separating from Employment outline the separation processes that support Clemson’s Separation from Employment Policy. The guidelines apply to all paid employees of Clemson University except student workers.

The Office of Human Resources (OHR) manages all separations from employment with the University. Separations must be reported to OHR, where they are processed and documented. In accordance with state regulations, OHR maintains, archives and disposes of personnel records of employees who have separated from the University. OHR’s Benefits unit encourages all separating employees to contact a benefits counselor to discuss the continuation, transfer or termination of benefits.

In order to better communicate the policies and procedures involved in ending an employment relationship—as well as improve processing and tracking—Clemson categorizes the types of separation as follows:

1. Voluntary Separations
   a. Resignation
   b. Retirement
   c. Job Abandonment
2. Involuntary Separations
   a. Termination
   b. Termination due to failure to return to work (after authorized leave options have expired).
   c. Termination for Cause
3. Other Separations
   a. Expiration of Employment
   b. Non-Reappointment
   c. Death

Links to the University documents, forms, templates and websites referred to in these guidelines are available in the Related Resources section at the end of this document. For definitions, see the OHR Glossary of Terms.

Resources:
- For a detailed list of the requirements and recommendations for ending employment, the separating employee should consult the Employee Checklist for Separating from Employment.
- Supervisors and HR partners should follow the Separation Processing Checklist.
- Clemson’s Offboarding program provides information and assistance to separating employees in order to facilitate the transition for the employee and the University community.
- Employees are encouraged to meet with a benefits counselor to discuss how separation will impact their benefits.
Categories of Separation

Voluntary Separations
A voluntary separation occurs when an employee leaves a job on his or her own initiative, through resignation, retirement, or job abandonment. In accordance with the State Employee Grievance Procedure Act, voluntary separations are not grievable. For more information on grievance rights, see Clemson’s Grievance Policy or, when applicable, the *Faculty Manual*.

Resignation
Any employee may resign by tendering written or oral notice to the supervisor in accordance with the timeframe specified for the position. Resignation is a voluntary separation from employment.

Resignation Process
1. Resignation is initiated when the resigning employee extends notice (written or oral) of intent to separate to the supervisor.
   a. Notice should be given, when possible, within the timeframe established for the position:
      ▪ **Staff members** are asked to give notice at least two weeks prior to the intended resignation date. Additional advance notice beyond this period may be expected. In situations where two weeks is not a realistic timeframe for a reasonable knowledge transfer, supervisors should communicate to the employee the need for additional time.
      ▪ **Faculty members**, in accordance with the *Faculty Manual* and professional ethics, are asked to consider the needs of students and obligations to the academic community in scheduling such a departure. Faculty are asked to give the University the maximum feasible notification. Faculty should refer to the *Faculty Manual* for specifics regarding notice of intent to separate.
   b. When an individual resigns, a chain of events is triggered that involves expense, planning and transition on the part of the University. Therefore, notice of intent to separate may not be rescinded, nor may the planned resignation date be changed, except with the approval of the Chief Human Resources Officer (CHRO) or designee.
   c. A “Notice of Resignation or Retirement” form is available for use.
2. The supervisor receives notice from the resigning employee.
   a. If notice is tendered verbally, the supervisor should document the resignation using the “Notice of Resignation or Retirement” form. Signatures of the resigning employee and any witnesses to the resignation should be included on the form if possible.
3. The supervisor forwards the resignation to the division’s HR partner.
4. The HR partner confirms the resignation information and forwards a) the appropriate separation action form and b) the notice of intent to separate to OHR’s Data Center.
5. The Data Center enters the resignation into PeopleSoft (CUBS-HR). Entry of the resignation triggers the offboarding process, including reports to all affected University entities.
6. OHR’s Employee Engagement and Retention unit sends offboarding information to the separating employee, including a link to the Employee Checklist for Separating from Employment.
7. The supervisor initiates departmental offboarding, which should begin as soon as possible following notification and continue through the employee’s last day of work. The supervisor should address the following activities as part of departmental offboarding:
a. Transition planning (in collaboration with separating employee when appropriate).

b. Completion of the Separation Processing Checklist (for Supervisors), which includes ensuring that the employee receives offboarding information and performs all required tasks.

8. The resigning employee is responsible for the following tasks:
   a. Make a good faith effort to ensure the transfer of operational knowledge/responsibility and intellectual property of the University. The University expects resigning employees to report to work and be actively involved with transition planning and implementation, including honoring any existing commitments and effectively transferring the knowledge and responsibility associated with the position.

b. Returning all University property to the supervisor, the division’s HR partner, or a designated University official

c. Settle outstanding accounts, such as those with the University libraries, Parking Services and Procurement

d. Other recommended tasks as outlined on the Employee Checklist for Separating from Employment

9. OHR’s Benefits unit evaluates continuation, transfer or termination of benefits, communicates to the employee any changes in benefits, and supplies the employee with any benefits-related year-end documentation when available.

10. OHR verifies employment records for the separating employee’s final paycheck, including final insurance premium deductions and applicable leave payouts.

11. Employees are encouraged to take advantage of the University’s personalized offboarding, a one-on-one OHR session during which the employee meets with a benefits counselor and participates in the in-person exit interview. For information on the exit interview process, please see the link in the Related Resources section at the end of this document.

12. Clemson University’s Payroll Office performs the following tasks:
   a. Calculates final paycheck
   b. Determines method of delivery of final paycheck
   c. Sends final Form W-2 when available

13. When requested, OHR provides information regarding the reason for separation to the South Carolina Department of Employment and Workforce for unemployment claims.

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### Resignation Roles & Responsibilities

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>List of Responsibilities</th>
</tr>
</thead>
</table>
| **Employee**      | • Extend notice to your supervisor within the timeframe established for your position.  
                   • Return all University property  
                   • Settle all outstanding accounts  
                   • In coordination with the supervisor, engage in transition planning and implementation  
                   • Inform OHR if you are taking a new job with a South Carolina state agency (including Clemson) in order to ensure appropriate offboarding  
                   • After resignation, maintain confidentiality of all confidential information related to your position |
| **Supervisor**    | • Handle the resignation professionally and expeditiously  
                   • Receive notice (If notice is tendered verbally, document the notice.) |
| **OHR** | • Forward the notice of intent to the college/division’s HR partner for processing as soon as is practicable  
• Initiate transition planning in a timely manner  
• Review for approval requests to take annual/unpaid leave during the notice period preceding separation; assess whether absence during this crucial transition period will negatively affect the operation of the University  
• Complete all items on the Separation Processing Checklist  
• Enter separation information into PeopleSoft (CUBS-HR) and the employee’s personnel file  
• Review for approval any request from an employee to rescind notice of intent to separate or to change a declared resignation date  
• Communicate resignation-related benefits changes to employee  
• Inform S.C. state agency if the employee is transferring from Clemson University to their agency  
• Verify final paycheck includes applicable benefits-related deductions and payouts  
• When applicable, send final Form 1095-B when available |
| **Payroll** | • Calculate and deliver final paycheck  
• Send final Form W-2 when available |

**Retirement**

For SCRS/PORS members, retirement occurs when the employee 1) ends the employment relationship with Clemson University (or another South Carolina state agency) and 2) is eligible for and elects to receive state retirement benefits. For an employee who is a member of an Optional Retirement Program (ORP), retirement occurs when the employee separates from Clemson University by means of declared retirement. Retirement is a voluntary separation from employment.

**Note:** Retirement is unique as a form of separation in that it requires compliance and planning from the onset of employment. In addition to the information contained in these guidelines, OHR maintains separate Retirement Guidelines to inform employees of the requirements and resources regarding benefits election, retirement planning, benefits adjustment, retirement, and post-retirement employment.

**Retirement Process**

1. It is typical in the case of retirement that the retiring employee seeks information and counselling through OHR’s Benefits unit prior to making the decision to retire. Such planning is encouraged, but the process does not replace the employee’s obligation to tender notice to his or her supervisor as outlined below.
2. Retirement is initiated at the University level when the retiring employee extends notice of intent to separate to the supervisor.
   a. Notice should be given, when possible, within the timeframe established for the position:
      - **Staff members** are asked to give notice at least two weeks prior to the intended retirement date. Additional advance notice beyond this period may be expected. In situations where two weeks is not a realistic timeframe for a reasonable knowledge transfer, supervisors should communicate to the employee the need for additional time.
Faculty members, in accordance with the Faculty Manual and professional ethics, are asked to consider the needs of students and obligations to the academic community in scheduling such a departure. Faculty are asked to give the University the maximum feasible notification. Faculty should refer to the Faculty Manual for specifics regarding notice of intent to separate.

b. When an individual retires, a chain of events is triggered that involves expense, planning and transition on the part of the University. Therefore, notice of intent to separate may not be rescinded, nor may the planned retirement date be changed, except with the approval of the Chief Human Resources Officer (CHRO) or designee.

c. A “Notice of Resignation or Retirement” form is available for use.

3. The supervisor receives notice from the retiring employee.
   a. If notice is tendered verbally, the supervisor should document the retirement using the “Notice of Resignation or Retirement” form. Signatures of the retiring employee and any witnesses to the retirement should be included on the form if possible.

4. The supervisor forwards the retirement notice to the division’s HR partner.

5. The HR partner confirms the retirement information and forwards a) the appropriate separation action form and b) the notice of intent to separate to OHR’s Data Center.

6. The Data Center enters the retirement into PeopleSoft (CUBS-HR). Entry of the retirement triggers the offboarding process, including reports to all affected University entities.

7. OHR’s Employee Engagement and Retention unit sends offboarding information to the retiring employee, including a link to the Employee Checklist for Separating from Employment.

8. The supervisor initiates departmental offboarding, which should begin as soon as possible following notification and continue through the employee’s last day of work. The supervisor should address the following activities as part of departmental offboarding:
   a. Transition planning (in collaboration with retiring employee when appropriate).
   b. Completion of the Separation Processing Checklist (for Supervisors), which includes ensuring that the employee receives offboarding information and performs all required tasks.

9. The retiring employee is responsible for the following tasks:
   a. Make a good faith effort to ensure the transfer of operational knowledge/responsibility and intellectual property of the University. The University expects retiring employees to report to work and be actively involved with transition planning and implementation, including honoring any existing commitments and effectively transferring the knowledge and responsibility associated with the position.
   b. Returning all University property to the supervisor, the division’s HR partner, or a designated University official
   c. Settle outstanding accounts, such as those with the University libraries, Parking Services and Procurement
   d. Other recommended tasks as outlined on the Employee Checklist for Separating from Employment

10. OHR’s Benefits unit evaluates continuation, transfer or termination of benefits, communicates to the employee any changes in benefits, and supplies the employee with any benefits-related year-end documentation when available.

11. OHR verifies employment records for the retiring employee’s final paycheck, including final insurance premium deductions and applicable leave payouts.

12. Employees are encouraged to take advantage of the University’s personalized offboarding, a one-on-one OHR session during which the employee meets with a benefits counselor and
participates in the in-person exit interview. For information on the exit interview process, please see the link in the Related Resources section at the end of this document.

13. Clemson University’s Payroll Office performs the following tasks:
   a. Calculates final paycheck
   b. Determines method of delivery of final paycheck
   c. Sends final Form W-2 when available

### Retirement Roles & Responsibilities

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>List of Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
<td>• Extend notice to your supervisor within the timeframe established for your position</td>
</tr>
<tr>
<td></td>
<td>• SCRS and PORS participants file a retirement application no more than six months before intended retirement date</td>
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<tr>
<td></td>
<td>• File BEBA retiree insurance application within 31 days of retirement</td>
</tr>
<tr>
<td></td>
<td>• Return all University property</td>
</tr>
<tr>
<td></td>
<td>• Settle all outstanding accounts</td>
</tr>
<tr>
<td></td>
<td>• In coordination with the supervisor, engage in transition planning and implementation</td>
</tr>
<tr>
<td></td>
<td>• Inform OHR if you are taking a new job with a South Carolina state agency (including Clemson) in order to ensure appropriate offboarding</td>
</tr>
<tr>
<td></td>
<td>• After retirement, maintain confidentiality of all confidential information related to your position</td>
</tr>
<tr>
<td></td>
<td>• SCRS and PORS retirees who return to employment, monitor annual earnings and comply with post-retirement earnings limitations</td>
</tr>
<tr>
<td><strong>Supervisor</strong></td>
<td>• Handle the retirement professionally and expeditiously</td>
</tr>
<tr>
<td></td>
<td>• Receive notice (If notice is tendered verbally, document the notice.)</td>
</tr>
<tr>
<td></td>
<td>• Forward the notice of intent to the college/division’s HR partner for processing as soon as is practicable</td>
</tr>
<tr>
<td></td>
<td>• Initiate transition planning in a timely manner</td>
</tr>
<tr>
<td></td>
<td>• Review for approval requests to take annual/unpaid leave during the notice period preceding retirement; assess whether absence during this crucial transition period will negatively affect the operation of the University</td>
</tr>
<tr>
<td></td>
<td>• Complete all items on the Separation Processing Checklist</td>
</tr>
<tr>
<td></td>
<td>• Present the employee with a retirement plaque</td>
</tr>
<tr>
<td><strong>OHR</strong></td>
<td>• Upon request, assist employees with completion of required SCRS/PORS documents, including a retirement application and retiree insurance forms</td>
</tr>
<tr>
<td></td>
<td>• Provide department with a retirement plaque for presentation to the employee</td>
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<tr>
<td></td>
<td>• Enter the retirement/TERI action into PeopleSoft (CUBS-HR) and the employee’s personnel file</td>
</tr>
<tr>
<td></td>
<td>• Review for approval any request from an employee to rescind notice of intent to separate or to change a declared resignation date</td>
</tr>
<tr>
<td></td>
<td>• Verify final paycheck includes applicable benefits-related deductions and payouts</td>
</tr>
<tr>
<td></td>
<td>• When applicable, send final Form 1095-B when available</td>
</tr>
<tr>
<td><strong>Payroll</strong></td>
<td>• Calculate and deliver final paycheck</td>
</tr>
<tr>
<td></td>
<td>• Send final Form W-2 when available</td>
</tr>
</tbody>
</table>
Job Abandonment
Per Clemson’s Separation from Employment Policy, an employee who fails to report to work for three or more consecutive workdays without notifying the supervisor of the absence prior to or during the first three days of the absence is considered to have abandoned his or her job. Job abandonment is a voluntary separation from employment.

**Note:** An employee who has not received authorized leave of absence from his or her supervisor and is not going to report to work as scheduled is required to notify his or her immediate supervisor prior to the beginning of his or her shift on the date of the unauthorized absence (or as soon as is practicable). In the event that the immediate supervisor cannot be reached, the employee should notify a higher-level supervisor.

**Job Abandonment Processing and Responsibilities:**
1. Days one and two of an unreported and unauthorized absence constitute a disciplinary issue and should be addressed according to the discipline policy applicable to the position. Supervisors are to report a no call/no show to OHR immediately. OHR will work with the department to take necessary steps to monitor, document and address the situation. Proper procedure and documentation are critical should the absence continue to the point of job abandonment.
2. If the employee fails to contact the supervisor and/or fails to submit appropriate leave documentation for a third consecutive day, it is assumed that the employee has abandoned his or her job, and OHR initiates a voluntary separation for the individual.
3. On the workday following job abandonment, OHR sends a letter to the employee’s address of record notifying the individual that he or she has been separated from employment as a result of job abandonment. Should the employee report for work on the fourth or subsequent days, such appearance does not negate the employee’s separation.
4. If the employee is unable to contact a supervisor during a period of unscheduled/unauthorized absence from work due to extreme circumstances (such as a serious personal illness or calamity), the employee should contact his or her immediate supervisor as soon as practicable to explain the absence. Upon receipt of the employee’s explanation, the employee’s immediate supervisor should provide written notification to the Office of Human Resources outlining the explanation. The Office of Human Resources will determine whether the separation will be upheld.

Involuntary Separations
An involuntary separation occurs when the University removes an employee from a position against the employee’s will. In the case of involuntary separation, an employee with grievance rights retains those rights. For specifics on the grievance process, see Clemson’s Grievance Policy or, when applicable, the *Faculty Manual*.

All involuntary separations require the review and approval of the vice president/division head in consultation with the chief human resources officer. Throughout the involuntary separation process, supervisors are required to work through the Office of Human Resources to protect the interests of the employee and the University and achieve compliance with governing regulations.
**Termination**

**Institutional Contingencies and Financial Exigencies**
Clemson reserves the right to terminate employees due to nondiscriminatory business needs, such as budgetary limitations, shortage of work, organizational changes, or outsourcing/privatization. In such circumstances, terminations must be coordinated with OHR, follow a consistent process, and be applied in a fair manner.

**Termination Notice and Approval Requirements (for business/financial reasons)**

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Minimum Notice Period</th>
<th>Approval</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covered Employees</td>
<td>As established in the Reduction in Force</td>
<td>VP; CHRO; state OHR</td>
<td>Reduction in Force Policy</td>
</tr>
<tr>
<td>Faculty/Special Faculty (excluding post-doctoral research fellows)</td>
<td>As outlined in the Faculty Manual</td>
<td>As outlined in the Faculty Manual</td>
<td><em>The Clemson University Faculty Manual</em></td>
</tr>
<tr>
<td>Temporary Staff (TLP &amp; TGP)</td>
<td>recommended 30 days*</td>
<td>VP; CHRO</td>
<td>OHR’s Employee Relations</td>
</tr>
<tr>
<td>Post-doctoral Research Fellows (TLP &amp; TGP)</td>
<td>recommended 90 days*</td>
<td>VP; CHRO</td>
<td>OHR’s Faculty Relations</td>
</tr>
</tbody>
</table>

*Exceptions to this timeframe require justification and OHR approval.

**Termination of Temporary Employees**
The termination of a temporary employee for business/financial reasons prior to a specified employment end date, or at any time if the employment end date is not specified in the offer letter, requires advanced notice and approval as outlined in the table above. For employment ending on the date specified in the offer letter, see the Other Types of Separation—Expiration of Employment section below.

**University Center/Institute Closing**
Terminations and other employment actions stemming from the closing of a University center or institute are managed through OHR’s University Center/Institute Closing procedure. The position-based notification and approval requirements listed above still apply.

**Resources**: For further information, see the following sources:

- Covered employees: see Clemson’s Reduction in Force Policy
- Faculty/special faculty: see the Faculty Manual
- Temporary employee: See OHR’s Employee/Faculty Relations
- Closing a University center or institute: see OHR’s University Center/Institute Closing Guidance.
Failure to Return to Work
Clemson reserves the right to terminate any employee who fails to return to work after authorized leave options have expired. Such terminations are effective immediately upon notification of the employment action.

Termination for cause
All terminations for cause are effective immediately upon notification of the employment action.

Misconduct
Clemson reserves the right to terminate employees in response to misconduct.

Resources: For more information on terminations due to misconduct, see the following sources:

- Misconduct by a covered employee—see Clemson’s Discipline Policy.
- Misconduct by a faculty/special faculty member—see Clemson’s Discipline for “Non-Covered” Employees Policy and the Faculty Manual.
- Misconduct by a non-covered staff member—see Clemson’s Discipline for “Non-Covered Employees Policy.

Substandard Performance
Clemson reserves the right to terminate employees due to substandard performance.

Resources: For more information on terminations due to substandard performance, see the following sources:

- Substandard performance by a covered employee—see Clemson’s Employee Performance Policy.
- Substandard performance by an employee in a probationary period—see the Employee Performance Policy and the Probationary Period and Trial Status Policy.
- Substandard performance by a faculty/special faculty member—see the Faculty Manual.

Termination Roles & Responsibilities (all types of terminations)

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>List of Responsibilities</th>
</tr>
</thead>
</table>
| Employee          | • Return all University property  
|                   | • Settle all outstanding accounts  
|                   | • When appropriate, engage in transition planning and implementation in coordination with the supervisor  
|                   | • Maintain confidentiality of all confidential information related to your position  |
| Supervisor        | • Coordinate termination with OHR’s Performance and Learning unit (Employee Relations team) or Faculty Relations unit leading up to and including the separation  
|                   | • When appropriate, initiate transition planning in a timely manner  
|                   | • Complete all items on the Separation Processing Checklist  |
| Vice President /Division Head | • Review for approval the termination of any employee under his or her jurisdiction  |
Other Types of Separation

Expiration of Employment (Staff positions)
Separation due to expiration of employment occurs in the following temporary employment situations when the employment ends for business reasons on the date specified in the offer letter (or contract):

- End of contract
- Failure to procure continuing funding (temporary grant and time-limited positions)
- End of job (temporary and time-limited positions; intermittent positions when the job ends or when the employee has not worked for 12 months or more)

Expiration of employment has no requirement of prior notice or justification beyond that established by the offer letter. For terminations before the specified end date or if no end date is specified in the offer letter, see the Involuntary Separations section above.

Non-Reappointment (faculty/special faculty positions)
Separation due to non-reappointment occurs when a non-tenured faculty member or a special faculty member is not reappointed to a position. Non-reappointment is governed by the rules and regulations set forth in the Faculty Manual.

Death
Clemson University strives to respond to the death of an employee with sympathy and in a way that is supportive and considerate of colleagues, family and friends while ensuring that all official actions required for separation from employment are taken. The University maintains web-based Guidance for Responding to a Death Within the Clemson University Family to help ensure a thorough, consistent and respectful response to the needs of the University as well as those of the friends and family of the deceased.
Voluntary Incentive Programs

Voluntary Incentive Programs
In accordance with South Carolina state regulations, Clemson University reserves the option to offer state-approved programs designed to provide an incentive to employees to retire or resign in order to realign resources and/or permanently downsize. The decision to implement a voluntary incentive program is made by the VP/division head and is based on the strategic business needs and priorities of the college/division. Approval is based on the VP/division head’s ability to demonstrate recurring cost savings. One or both of the available programs—the Retirement Incentive Plan (RIP) and the Voluntary Separation Program (VSP)—may be offered, and participation is at the discretion of the eligible employee. Participation in a voluntary incentive program constitutes a voluntary separation from employment and is not grievable. Information on voluntary incentive programs can be obtained through Clemson’s Office of Human Resources (OHR). OHR is available to develop and implement an incentive program tailored to the objectives of the college/division.

Note that the process for separating from employment, through resignation or retirement, varies from the procedures established above. For additional information on Clemson’s Voluntary Incentive Programs, see the Incentive Programs General Information Summary, the Retirement Incentive Plan (RIP) FAQ’s, and the Voluntary Separation Program (VSP) FAQ’s.

Related Resources

Employee Checklist for Separating from Employment
Exit Interview Process
Faculty Manual
Guidance for Responding to a Death Within the Clemson University Family (webpage pending)
Incentive Programs General Information Summary
  Retirement Incentive Plan (RIP) FAQ’s
  Voluntary Separation Program (VSP) FAQ’s
Notice of Resignation or Retirement
Offboarding Guidance for Separating from Employment
OHR Glossary of Terms
Clemson University Retirement Guidelines
Separation from Employment Policy
Separation Processing Checklist (for supervisors)
University Center/Institute Closing Guidance
Hi Sierra,

Please send this email and attachments to the CBOG (Business Officers) list serv.

Good Afternoon,

As a stakeholder in Clemson University policy development, you are receiving this email to inform you that Clemson’s new Separation from Employment Policy is complete and will be available soon on the Office of Human Resources’ (OHR) online Policy and Procedure Manual. As OHR prepares to communicate the changes to the University community, I wanted to give you an opportunity to preview the policy and supporting guidelines. I have attached copies for your reference.

In response to the feedback from our stakeholders, you will notice significant changes from the early draft of the policy, including the movement of procedural information to supporting guidelines. The guidelines are as follows:

- Guidelines for Separating from Employment
- Clemson University Retirement Guidelines
- A website dedicated to guidance for responding to a death within the Clemson Family is in production and will be available soon.

With the issuance of the Separation from Employment Policy and guidelines, the following policies and procedures will become redundant/obsolete and will be discontinued:

- Retirement Policy
- Terminations and Resignations Policy
- Terminal or Severance Pay Policy

Other recent policy changes include the updating and reformatting of the Dual Employment Policy and Procedures. While you will notice some format changes, there is no change in intent in the policy and the procedural changes are minor.

Thank you for your help and feedback throughout the policy development process. Please do not hesitate to contact me if you have any questions or concerns.

Regards,

Vivian L. Morris | Director of Employee Retention and Engagement
Office of Human Resources | Clemson University
E-mail:vivian@clemson.edu | Phone:864.656.2723

How was the HR service you received? Click here to share your thoughts.
Clemson is on the prowl for top talent...Click here for job opportunities!