FEEDBACK

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

ADMINISTRATIVE POLICY STATEMENT

Policy Title: Assignment of HCM Employment Termination Codes

APS Number: 5057 **APS Functional Area:** HUMAN RESOURCES

Brief Description:	This administrative policy statement (APS) establishes a consistent process for assigning termination codes when an employee's employment with CU ends.
Effective:	January 1, 2027 (Pending)
Approved by:	President Todd Saliman (Pending)
Responsible University Officer:	Vice President and Chief Human Resources Officer
Responsible Office:	Office of Vice President and Chief Human Resources Officer
Policy Contact:	Office of Vice President and Chief Human Resources Officer
Supersedes:	N/A
Last Reviewed/Updated:	January 1, 2027 (Pending)
Applies to:	All employees

Reason for Policy: CU provides departments with the ability to enter a termination reason in HCM. Accurate termination coding supports payroll administration, benefits processing, compliance reporting, workforce analytics, and recordkeeping. This administrative policy statement (APS) is to establish a consistent process for assigning termination codes when an employee's employment with CU ends.

I. INTRODUCTION

CU provides departments with the ability to enter a termination reason in HCM. The reason should be selected as the primary reason for separation. This policy categorizes the actions and provides guidance on when the reasons should be applied.

This APS is to establish a consistent process for assigning termination codes when an employee's employment with CU ends. Accurate termination coding supports payroll administration, benefits processing, compliance reporting, workforce analytics, and recordkeeping. The appointing authority remains responsible for following all applicable laws, rules, and processes related to terminating employees.

II. POLICY STATEMENT

The termination date entered into HCM is always the day after the last day of work.

A. Termination Action Reasons

1. Department entry

a. **Resignation**

The employee voluntarily ends their employment. This includes resignations with or without notice, retirement, or resignations for personal, career, educational, or family reasons.

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Examples include, but are not limited to:

- Accepted another position
- Relocation
- Retirement (not eligible for CU retirement per Regent Policy 11.D)
- Personal or family obligations
- Return to school

b. **Death**

Employment ends due to the death of the employee.

c. **Declined Job Offer**

Selected candidate has been entered into HCM, but declines the job offer *prior* to the start date of the appointment.

d. **End of Appointment**

Employment concludes because a temporary, seasonal, project-based, internship, or limited-time assignment has been completed.

e. **Retirement**

Employee separates employment and meets the definition to retire from CU, per Regent Policy 11.D. Employee Services may update this code to reflect the retirement eligibility of the employee.

2. Department entry, in consultation with campus HR and University Counsel

a. **Performance**

Employment is terminated because the employee failed to meet established job expectations or performance goals.

b. **Exhaustion of Leave**

Employment is terminated because the employee has exhausted all available protected leave. Protected leave includes, but is not limited to, FMLA, FAMLI, and CU Parental Leave.

c. **Job Abandonment**

The employee fails to report to work for the period defined by campus or department policy, or State Personnel Board Rules for classified staff, and does not notify or respond to the employer despite reasonable attempts to establish contact.

d. **Layoff**

Employment ends due to organizational restructuring, budget reductions, elimination of positions, or other allowable business needs unrelated to employee performance or conduct.

e. **Probationary Termination (classified staff only)**

Employment is ended because the classified employee did not perform satisfactorily during their probationary period.

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f. **Other (Comment Required)**

Used only when none of the defined termination reasons accurately describe the separation. Documentation explaining the reason must be included in the employee's personnel record.

Documentation Requirements

- Document supporting facts objectively and consistently.
- Obtain required approvals before processing the termination.
- Ensure documentation complies with applicable laws, State Personnel Board Rules (for classified staff), campus or department policy, and record retention requirements.

3. Campus HR, Student Employment Offices or Employee Services entry in consultation with University Counsel

a. **ES – Other**

b. **Termination - Misconduct**

Employment ends because the employee violated state or federal law, regent law, regent policy, campus or department policy, administrative policy statements, or other workplace conduct expectations.

Examples include, but are not limited to:

- Insubordination
- Harassment or discrimination
- Workplace violence or threats
- Theft or fraud
- Falsification of records
- Substance abuse that affects the workplace in violation of policy
- Safety violations
- Misuse of CU property
- Confidentiality breaches

c. **Not Eligible for Rehire**

Employment ends for reasons in 3.b or 2.c and it is determined the severity of the circumstances should prevent further employment at any campus.

d. **Disability Retirement**

Employment ends because the employee is unable to perform the essential functions of the position, with or without reasonable accommodation, following an appropriate interactive process and in accordance with applicable laws, and the employee retires under the provisions of their applicable retirement plan.

e. **Xfr to State Agency-Classified**

Employment ends because a classified employee is being transferred to another state agency or institution of higher education.

f. **Loss of Required Qualification**

The employee no longer possesses a required license, certification, authorization, security clearance, work authorization, or other qualifications necessary to perform the job.

g. **Resignation – Contact HR**

The employee is coded as a resignation. Anyone inquiring about the employee must contact HR for discussion. This code may also be used when the employee resigns in lieu of termination.

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III. HISTORY

- Adopted: January 1, 2027 (Pending)
- Revised: N/A
- Last Reviewed: January 1, 2027 (Pending)

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