



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Vice President for Human Resources
Responsible Office: Office of the
Vice President for Human Resources
Origination Date: Not Available
Last Amended Date: April 10, 2006

EMPLOYEE RECORD TERMINATION POLICY

Policy Statement

It is the policy of the university to promptly terminate the records of faculty, staff and student employees for whom no hours have been reported and no pay has been issued for a defined period of time. Supervisors must consult with Benefits Administration, Equal Employment Opportunity, Faculty Personnel, and/or Risk Management as appropriate before terminating the record of an employee who has received no pay as the result of long term or temporary disability, military duty leave, family or other medical leave, or worker's compensation.

Reason for Policy/Purpose

The university must promptly document termination of employment to comply with government regulations regarding notification to employees about benefits and privileges upon termination. In addition, the university must accurately capture and report workforce statistics for external reporting. Termination of employee records in a timely manner is also a cost savings measure that reduces liability and risk associated with delays in notification and official documentation of terminations.

Who Needs to Know This Policy

Faculty, staff and student employees

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Policy/Procedures

Termination of Non-Faculty Employees (including Research professionals)

A Change in Status Form must be completed immediately when a non-faculty employee notifies his or her supervisor of their intent to leave the university's employment, or when a supervisor is authorized to involuntarily terminate employment. Supervisors should consult with their HR client partners for instructions regarding the voluntary and involuntary terminations. Individuals employed in regular non-faculty positions, including research professionals (e.g. Research Assistants, Associates, Scientists), must be actively performing duties or receiving paid time off (such as annual or sick leave) or unpaid leave authorized by Benefits Administration , Equal Employment Opportunity , or Risk Management. The records of employees not actively performing duties, receiving paid time off, or authorized for unpaid leave as previously listed must be terminated promptly - within two business days of the last day worked or within two business days of the last day of an approved leave.

Faculty

A Change in Status Form must be completed immediately when a faculty member notifies his or her department chair or other appropriate individual of his or her intent to leave the university's employ or upon authorization to involuntarily terminate employment.

In recognition of the frequency and schedule of appointments, part-time faculty records may remain active during periods of non-payment for a period not to exceed two academic years.

Student Employees

A Change in Status Form must be initiated immediately when a student employee notifies his or her supervisor of their intent to leave the university's employ or upon authorization to involuntarily terminate employment.

In recognition of the intermittent nature of student employment, student employees' records may remain active during periods of non-payment for a period not to exceed four months.

To terminate a student employee, a Change in Status Form must be completed. Instructions regarding termination of a student employee are contained in the Online

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Guide for Supervisors at GW, and can be found at the following web location: <http://hr.gwu.edu/additional-student-employment-guidelines>.

Further information regarding Human Resource issues and functions, such as recruiting and hiring, compensation, operating within the university, and leaving the university, are set forth in the *Online Guide for Supervisors at GW* at <http://hr.gwu.edu/supervisors-guide>.

Form

[Change in Status Form](#)

Website Addresses for This Policy

[GW University Policies](#)
[University Human Resources](#)
[Office of the Provost](#)
[Center for Career Services](#)
[Office of the Vice President for Research](#)

Contacts

Subject	Contact	Telephone
Staff	HR Information Systems	(703) 726-3679
Faculty	Faculty Personnel	(202) 994-6512
Student Employment	Center for Career Services	(202) 994-8046

Definition

Termination of Employee Record The entry of an end date and termination status for an employee's job/assignment(s) and, where applicable, the entry of end dates and termination status for benefit/payroll deductions and enrollment.

Related Information

[Online Guide for Supervisors at GW](#)

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Who Approved This Policy

Steve Lerman, Provosts and Executive Vice President for Academic Affairs
Louis H. Katz, Executive Vice President and Treasurer
Beth Nolan, Senior Vice President and General Counsel

History/Revision Dates

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