HRMS Business Process: Non-Renewal

General Statement

For specific provisions on Non-Renewal Notices see the Administrative Policies: Non-Renewal of Appointment for Academic Professional & Administrative Employees and Academic Appointments with Teaching Functions, Appendix: Academic Appointment Category Details, Term (Non-Tenure Track) Faculty---Contract Faculty.

Central OHR directed the development of the Action/Reason Termination/NonRenewal with Notice Period End Date (NonRenew W Notice Prd End Date) to provide for the entry of the Non-Renewal information at the time a notice is given. In some cases the Action/Reason may require a change prior to the end of the employee’s appointment.

In conjunction with the development of the Action/Reason Termination/NonRenew W Notice Prd End Date on June 20, 2011, this document was developed to provide clarification on the Non-Renewal process and to provide guidance on timing of capturing the information in HRMS for both Unit HR Administrators and HRMS ACES.

Timing is always a critical issue for non-renewals. Units must ensure that the employee receives written notification prior to the information being entered into HRMS. Remember!!! The Notice of Appointment is updated immediately when information changes on a job record. For an employee to see the non-renewal intent on their NOA before they have been notified is not appropriate under any circumstances.
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Non-Renewal Action Reasons

- **Termination/ NonRenew W Notice Prd End Date**
  Definition: Use when a contract faculty member or P&A employee is given notice that their contract is being non-renewed with a future termination date.

  *When to use:* Normally this will be the first action entered on a non-renewal. It is entered into HRMS immediately following the employee’s notification of non-renewal.

- **Termination/Layoff/NonRenew Prog <3yrs Srv**
  Definition: Use when employee elects the Non-Renewal Program with less than three years of service.

  *When to Use:* Normally this Action/Reason will replace: Termination/ NonRenew W Notice Prd End Date if the employee meets the criteria and elects the Non-Renewal Program, but does not qualify for the benefits provision.

- **Termination With Benefits/Layoff/NonRenew Prog>=3yrs svc**
  Definition: Use when employee elects the Non-Renewal Program with services greater than or equal to three years; provides for appropriate benefits.

  *When to Use:* Normally this Action/Reason will replace: Termination/ NonRenew W Notice Prd End Date upon notification by the Unit HR Administrator that employee has requested the Non-Renewal Program and qualifications for the benefits provision have been verified.
Timing of Notice of Non-Renewal
Instructions for Unit Administrators and ACES

Notice of Non-Renewal
- Unit HR Administrator is copied by the responsible administrator/supervisor on Non-Renewal Letters
- Employee Receives Notification
- Unit HR Administrator is responsible for providing the non-renewal information to HRMS ACE once the employee has been notified
- HRMS ACE follows entry process outlined on page 5.

Election of Non-Renewal Program
- In the event the employee elects the Non-Renewal Program within the permitted time, the Unit HR Administrator is notified by the responsible administrator/supervisor and relays information to HRMS ACE. Unit HR Administrator determines length of service and qualification to receive or not the benefits provision.
- HRMS ACE adjusts date and Action/Reason Codes to reflect the new termination date. See page 5.

Resignation Prior to End of Notice Period
- In the event the employee resigns prior to the end of the notice period, the Unit HR Administrator is notified by the responsible administrator/supervisor and relays the information to the HRMS ACE.
- The HRMS ACE adjusts the record to reflect the new termination date. See page 5.

Extending Notice Period
- In the event the notice period is extended the Unit HR Administrator must be notified by the responsible administrator/supervisor and new instructions provided to the HRMS ACE.
- Employee receives notification.
- The HRMS ACE adjusts the record to reflect the new termination date. See page 5.

Rescinding the Non-Renewal Notice
- In the event that the Non-renewal notice is rescinded, the Unit HR Administrator must be notified by the responsible administrator/supervisor and relays the information to the HRMS ACE.
- Employee receives notification.
- The HRMS ACE removes the non-renewal information in HRMS. See page 5.

Completion of Non-Renewal Process
- Once the end date noted in the future dated row on HRMS is reached, the employee is officially terminated from this job. The HRMS ACE should review all records for this employee and terminate any other relevant appointments, e.g., hourly appointments.
HRMS Non-Renewal Entry

Initial Non-Renewal Termination Row
Step 1: Enter new row
   Effective Date: Future date of Termination from Notice of Non-Renewal (actual term date + 1)
   Action/Reason: Termination/NonRenew W Notice Prd End Date

Step 2: Review all employee records for the individual to identify any other appointments that may need to be terminated, e.g., active hourly appointments.

Election of Non-Renewal Program
Tip: In most cases a Termination/NonRenewal Notice & Appt End row will exist
Step 1: Dependent upon length of service the Action/Reason is changed to either of the following:
   Effective Date: No change
   Action/Reason:
   • Termination/Layoff/NonRenew Prog <3yrs Sev for less than 3 years of service
   • Terminate With Benefits/Layoff/NonRenew Prog>3yrs Svc for 3 Years or more of service

Step 2: Review all employee records for the individual to identify any other appointments that may need to be terminated, e.g., active hourly appointments.

Resignation Prior to End of Notice Period
Step 1: Change date on original row
   Effective Date: Actual Termination Date + 1.

Step 2: Review all employee records for the individual to identify any other appointments that may need to have the termination date changed.

Extension of Notice Period
Step 1: Change date on original row
   Effective Date: Actual Termination Date + 1.

Step 2: Review all employee records for the individual to identify any other appointments that may need to have the termination date changed.

Rescinding Non-Renewal Notice
Step 1: Delete future dated non-renewal row

Step 2: Review all employee records for the individual to identify any other appointments that may need to have the termination row deleted.