

BOARD OF REGENTS

BRIEFING PAPER

1. AGENDA ITEM TITLE: Code Revisions, Employee Resignations _____

MEETING DATE: March 6 and 7, 2025 _____

2. BACKGROUND & POLICY CONTEXT OF ISSUE:

Title 2, Chapter 5, Section 5.15 sets forth policy related to academic and administrative faculty resignations.

In 2023, the NSHE Internal Audit team conducted a Terminated Employee Audit which evaluated employee resignation and termination practices across NSHE. The findings from the audit included recommendations for updating Title 2, Chapter 5, Section 5.15 to align policy language with current practices and to add additional clarifying language related to the employee resignation submission and acceptance processes.

The *Code* revisions presented herein are responsive to the Terminated Employee Audit recommendations and incorporate the input and feedback of the Human Resources Advisory Committee.

3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

NSHE Interim Chief Human Resources Officer, Kelly Scherado, will present revisions to the NSHE *Code*, Title 2, Chapter 5, Section 5.15 Resignations/Leave which clarifies the methods for submitting and accepting employee resignations and establishes a requirement to provide, to the employee, a copy of the acceptance of resignation. This is the second reading of the policy revisions. If the Board acts to adopt the proposed policy changes, the revisions will become immediately effective.

4. IMPETUS (WHY NOW?):

The 2023 NSHE Internal Audit team recommended changes to ensure consistent practices across NSHE. These revisions also clarify policy and procedures for when and how terminations are submitted and accepted.

5. CHECK THE NSHE STRATEGIC PLAN GOAL THAT IS SUPPORTED BY THIS REQUEST:

- ☐ Access (Increase access to higher education)
- ☐ Success (Improve student success)
- ☐ Close Institutional Performance Gaps
- ☐ Workforce (Meet workforce needs in Nevada)
- ☐ Research (Increase solutions-focused research)
- ☐ Coordination, Accountability, and Transparency (Ensure system coordination, accountability, and transparency)
- ☒ Not Applicable to NSHE Strategic Plan Goals

6. INDICATE HOW THE PROPOSAL SUPPORTS THE SPECIFIC STRATEGIC PLAN GOAL

The proposed revisions are technical in nature and do not directly relate to a specific strategic goal.

7. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- Recommended changes are responsive to the NSHE Terminated Employee Audit and are aligned with existing practices.

8. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

None identified.

9. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

None have been identified or brought forward.

10. RECOMMENDATION FROM THE CHANCELLOR'S OFFICE:

The Chancellor's Office supports the revisions as presented herein.

11. COMPLIANCE WITH BOARD POLICY:

- ☐ Consistent With Current Board Policy: Title # _____ Chapter # _____ Section # _____
- ☒ Amends Current Board Policy: Title # 2 Chapter # 5 Section # 5.15
- Amends Current Procedures & Guidelines Manual: Chapter # _____ Section # _____

<input type="checkbox"/> Other: _____
Fiscal Impact: Yes _____ No <u>x</u> _____
Explain:

POLICY PROPOSAL
Title 2, Chapter 5, Section 5.15
Resignations/Leave

Additions appear in ***boldface italics***; deletions are [~~stricken~~ and bracketed]

Section 5.15 Resignations/Leave

1. Resignations.

- a. All resignations by a member of the academic or administrative faculty should be in writing and should be submitted [~~to the appointing authority~~] at least 30 calendar days in advance of its effective date. ***Employees may submit their resignation to the appointing authority or via Workday.*** The resignation must be accepted ***by the appointing authority (or designee)*** in writing ***or via Workday*** [~~by the appointing authority (or designee)~~]. ***The employee shall be notified of the acceptance in writing or via Workday.***
- b. If a resignation is tendered verbally or is conveyed to an employee other than the appointing authority, the resignation must still be accepted ***by the appointing authority (or designee)*** in writing ***or via Workday*** [~~by the appointing authority (or designee)~~].
- c. A resignation should indicate an effective date. If the resignation does not specify an effective date, the resignation shall be effective on the fourth working day after acceptance and this date must be reflected in the written acceptance.
- d. Once an employee's resignation is accepted by the appointing authority (***or designee***), the employee shall have three working days after such acceptance to revoke the resignation. Thereafter, the employee may not revoke the resignation, regardless of the effective date set forth in it. A revocation of a resignation must be in writing and must be delivered to the appointing authority within the foregoing time period to be effective.
- e. The decision of an appointing authority not to accept a request to rescind a resignation more than three working days after its written acceptance is not subject to grievance or appeal processes.

2. Leave

Leave may only be taken in accordance with the policies in Title 4, Chapter 3. Unauthorized leave is charged as leave without pay pursuant to Title 4, Chapter 3, Section 43, and may subject the employee to disciplinary action under Title 2, Chapter 6.