

**University of South Carolina**  
**Division of Human Resources**  
**Separation Reason Reference Guide**

<b>SEPARATION REASON</b>	<b>WHEN TO USE</b>
<b>Deceased</b>	The employee passed away while actively employed. The date of death is required for benefits purposes.
<b>*Did Not Return from LWOP</b>	The employee was on approved leave of absence but did not return to the workplace by established deadline.
<b>Diff Job/Diff State Agency</b>	The employee accepted a position at another State of SC government agency. This reason is NOT used if the employee is moving to a county, school district, city, municipality, etc.
<b>Duplicate Hire</b>	Conflicting hires were entered incorrectly for the same role, most used for students and temporary faculty.
<b>Employed Outside State Government</b>	The employee is moving to an employer outside of the State of SC government. This reason can be used if the employee is moving to a county, school district, city, municipality, etc.
<b>End Temporary Employment</b>	This reason is applied upon system auto-termination of all non-FTE employees (temporary, students, RGP, and TL).
<b>*Fail to Meet or Maintain Licensure/Credentials</b>	The employee did not meet or maintain position requirements for specific licensure.
<b>*Job Abandonment</b>	Employees who voluntarily fail to report to work for three (3) consecutive workdays and fail to contact appropriate University management during the time period will be considered to have voluntarily resigned.
<b>*Job Eliminated/No RIF Rights</b>	Employees whose position was eliminated, but who does not have RIF Rights because they are not covered by the State Employee Grievance Procedures Act.
<b>*Military Service</b>	When an employee has active military orders for more than 5 years they should be separated. The job is protected for up to 5 years by the Uniformed Services Employment and Reemployment Rights Act (USERRA).
<b>*Misconduct</b>	An employee who has been given the opportunity to improve deficiencies in conduct or inappropriate workplace behavior in accordance with policy and whose misconduct or inappropriate behavior continues will be terminated. Serious offenses may be cause for immediate termination without prior opportunity to improve.
<b>Never Reported to Work</b>	A new employee did not call and did not show up on their hire date.
<b>Personal</b>	The employee has resigned from their position for personal reasons. This is often the 'go to' for resignations when the employee is not moving to another State Agency.
<b>*Positive Drug Test</b>	The employee failed to pass a drug test required by Federal or State law, regulation, or policy.
<b>*Reduction in Force (RIF)</b>	The procedure used by the university to eliminate or reduce a portion of one or more filled FTE positions in one or more organizational units within the university due to budgetary limitations, shortage of work, organizational changes, reduction in hours outsourcing, or privatization.
<b>*Refused Alcohol/Drug Test</b>	The employee refused to submit to an alcohol or drug test required by Federal or State law, regulation, or policy.

<b>SEPARATION REASON</b>	<b>WHEN TO USE</b>
<b>Relocating</b>	The employee is relocating outside of the work area and has submitted their resignation.
<b>*Resign while Under Investigation</b>	An employee elects to resign while under Employee Relations investigation for misconduct or inappropriate workplace behavior.
<b>*Resign In Lieu of Corrective Action/Term</b>	An employee may elect to resign in lieu of progressive and constructive measures for the correction of employee misconduct or inappropriate workplace behavior. Employees may also elect to resign in lieu of termination for the above reasons.
<b>Returned to School</b>	The employee has elected to return to school to continue education which does not allow them to maintain their current position.
<b>*Substandard Performance</b>	A covered employee who did not successfully complete a warning notice of substandard performance (WNSP) or was issued two WNSP within a 365-day period and performance drops to a substandard level on any essential job duty or objective, for a third time within a 365-day period, the employee will be removed from the position.
<b>*Termination/Position Uncovered</b>	An FTE employee who is in a probationary period and all other employee types not covered by the State Employee Grievance Procedures Act may be terminated with or without cause in accordance with policy.
<b>*Unable to Meet Work Restrictions</b>	For employees that cannot perform the essential functions of their position and the university is unable to approve the required work restrictions or accommodations requested.
<b>Withdrew Before Start</b>	A new employee withdrew from their employment contract prior to the start date. They did not perform any work.

*\* Indicates the separation reason requires Employee Relations approval prior to submission of the Status Change eForm in PeopleSoft HCM.*

**Related Policies and Regulations:**

HR 1.01 – [Drug-free Workplace](#)

HR 1.36 – [Performance Evaluation for Classified and Unclassified Non-Academic Staff](#)

HR 1.39 – [Disciplinary Action and Termination for Cause](#)

HR 1.42 – [Grievance](#)

HR 1.45 – [Reduction in Force](#)

HR 1.57 – [Separation from Employment and Break in Service](#)

HR 1.89 – [Separation Incentives](#)

HR 1.95 – [Drug and Alcohol Testing Policy](#)

State Regulations - [State Human Resources Regulations](#)

SC Code of Law 8-17-320 through 8-17-380 – [State Employee Grievance Procedures Act](#)