

# SHRA Employee Separation from Service

Policy 601.4

NOTE: For purposes of all Appalachian State University policies, references to SPA (subject to the State Personnel Act [former terminology]) shall be interchangeable with SHRA (subject to the State Human Resources Act [current terminology]); and references to EPA (exempt from the State Personnel Act [former terminology]) shall be interchangeable with EHRA (exempt from the State Human Resources Act [current terminology]).

## 1 Introduction

This policy is based upon the policies of the [Office of State Human Resources](#) which governs all governmental entities with the State of North Carolina.

## 2 Scope

These policies apply to all SHRA employees.

## 3 Definitions

### 3.1 SHRA Employee

Defined under [N.C. General Statute Chapter 126](#) as those positions subject to rules and regulations promulgated under the State Personnel Act and policies of the State Personnel Commission. Certain laws and policies provide additional benefits and protections that apply only to SHRA Career Status employees. Career Status is attained after the employee has been continuously employed in a permanent SHRA position for the immediate preceding 24 months.

## 4 Policy and Procedure Statements

### 4.1 Separation from Service

4.1.1 Separation from University service occurs when an employee leaves the payroll as outlined in the policies below:

- [Dismissal](#)
- [Reduction-In-Force](#)
- [Resignation](#)
- [Separation Defined](#)

4.1.2 See also [Policy Manual - Human Resources Policies](#) Section 600.

## 5 Additional References

## 6 Authority

## 7 Contact Information

## 8 Original Effective Date

## 9 Revision Dates

Above Links Updated on September 2, 2015