

STOCKTON UNIVERSITY



PROCEDURE

Managerial Employees Separated Without Cause

Procedure Administrator: Chief Human Resources Officer

Authority: N.J.S.A. 18A:64-8

Effective Date: October 27, 2025

Index Cross-References: Policy VI-20

Procedure File Number: 6141

Approved By: Dr. Joe Bertolino, President

I. PURPOSE

Stockton University values the contribution that each employee makes to the successful operation of the University and strives to provide a stable, productive, and mutually respectful employment relationship. This Procedure is designed to provide adequate notice, support and benefits for managerial employees who are separated without cause due to a reduction of force or otherwise.

II. APPLICABILITY AND NOTICE

A. Applicability & Notice

Applicability: This Procedure only applies to full-time managerial employees who undergo the following types of involuntary employment separation:

- Reduction in force; or
- Separation without cause.

This Procedure does not apply to persons employed by the University under the terms of a collective bargaining agreement or under individually negotiated employment contracts; persons employed under special-purpose institutional grants or contracts; persons who are funded by federal, state, private, or foundation grants and contracts; persons employed in a temporary employment status; and persons separated for cause.

Notice: Affected employees with one or more years of service with the University will receive three (3) months' prior written notice of separation ("separation notice") from the Office of Human Resources. Employees are expected to continue working professionally and satisfactorily during the notice period.

The separation notice will inform the employee whether the notice period will be working, non-working, or a combination to assist with the separation transition. During an employee's notice period, access to University technology resources and accounts may be limited, suspended, or permanently deactivated at any time, at the discretion of the University.

Employees cannot use vacation or other accrued time to extend the employment

period.

If an employee begins alternative employment during the notice period, the employee will notify the University. The employee's employment will terminate, upon commencement of alternative employment.

B. Reduction in Force

A reduction in force (RIF) is defined as separation from employment without cause due to budget limitations, reorganization, restructuring, redesign or elimination of position(s), program changes, and other operational decisions.

If a RIF is required, the Chief Human Resources Officer will advise and support divisions in assessing options and developing a plan to implement the RIF.

C. Return to Faculty

Managerial employees who are separated due to a RIF and who simultaneously hold tenured status at the University may return to a faculty position following separation from their administrative position.

III. BENEFITS

Benefits Status: The separation notice will confirm available benefits coverage. The notice also will provide information regarding access to outplacement services available to separated employees at no cost.

Educational Benefits: A separated employee and/or the employee's eligible dependents who are enrolled as students at the University at the time the employee is separated may continue to receive tuition remission benefits until the end of the then current academic semester/session, excluding summer.

IV. REEMPLOYMENT ELIGIBILITY

Separated employees are eligible to apply for available vacancies.

V. DISCLAIMERS

This Procedure does not create a contract of employment or alter the at-will employment relationship between the University and managerial employees. Nothing contained in this Procedure shall limit the right of either the University or the employee to terminate the employment relationship at any time, with or without cause.

The University President may, as necessary or appropriate, grant exceptions to provisions within this Procedure.

This Procedure does not apply to employees subject to furloughs.

The termination of a contract or the termination or reduction of a grant, whether at the normal expiration date or prior thereto, shall not be subject to this Procedure.

Responsibility for the interpretation and administration of this Procedure resides with the Office of Human Resources. The University reserves the right to amend or repeal this Procedure at any time.

Review History:

	Date
Procedure Administrator	06/17/2025
Divisional Executive	06/17/2025
General Counsel	06/17/2025
Cabinet	06/25/2025
President	10/27/2025