



Angelo State University
Operating Policy and Procedure

OP 52.05: Beginning and Ending Dates of Employment

DATE: September 30, 2019

PURPOSE: The purpose of this Operating Policy /Procedure (OP) is to establish dates of employment and termination for all employees.

REVIEW: This OP will be reviewed in October every five years, or as needed, by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by November 15 of the same year.

POLICY/PROCEDURES

1. Beginning Dates of Employment

The beginning date for the appointment of new employees is normally the first day the employee physically reports to work.

- a. In general, while there are no specifically required start dates for newly hired employees, hiring departments must allow at least 7 business days between the date the ePAF is submitted and the proposed date of hire in order to accommodate all administrative processes.
- b. Non-Exempt, hourly employee transfers, paid on a semi-monthly basis, must have a beginning employment date of either the 1st or 16th of the month.
- c. Exempt, salaried employee transfers, paid on a semi-monthly basis, must have a beginning employment date of either the 1st or 16th of the month.
- d. Current student employees who are hired as staff employees must also have a start date of either the 1st or 16th of the month.
- e. Employees may not be appointed on a holiday, Saturday, or Sunday, except under the following circumstances:
 - (1) Appointment is to effect continuous employment within the university or a direct transfer from another state agency or institution.
 - (2) Appointment is to a position that requires the new employee actually to begin work on a holiday, Saturday, or Sunday.

[Minor revision:September 30, 2019]

2. Ending Dates of Employment

In most cases, the employee's last day worked will be the date of separation. However, an employee may remain on the payroll after separation to use accrued vacation leave, in which case their date of separation will be the last day of the accrued leave.

Refer to [OP 52.49 Vacation Leave](#) for more information.

Appointments made from grants or contracts may terminate in accordance with the terms of the grants or contracts. For more information, please contact the Office of Human Resources.

3. Applicability

This policy applies to all staff employees of the university.