

SEPARATION FROM UNIVERSITY EMPLOYMENT

I. SCOPE

Staff and administrators.

II. PURPOSE

To ensure a smooth and orderly separation between the University and departing employees.

III. POLICY

Regardless of the reasons for separation from the University, all departing full-time employees will notify the Office of Human Resources of their departure date and arrange for the exit procedure.

IV. PROCEDURE

The supervisor of any departing employee will notify the Office of Human Resources as soon as knowledge of the pending separation is acquired.

The departing employee will follow an exit procedure during the last day on the job.

Departing employees will not receive their final compensation until all items on the "Exit/Separation Personnel Form" are completed.

Departing employees will be notified of their COBRA rights with regards to continuation of health insurance coverage.

Employees departing for voluntary reasons will be paid for all accumulated vacation days, not to exceed one year's worth, if the departing employee offers a two (2) week notice period. Vacation pay-outs for notice periods less than two (2) weeks will be at the discretion of the Director of Human Resources after a careful review of the circumstances relating to the shortened notice period.

Under no circumstances will a vacation pay-out be authorized when no notice period was offered by the departing employee and the departing employee voluntarily left for another employment opportunity or without offering any extenuating circumstances to support the lack of a notice period.

Employees departing for involuntary reasons will be paid for all accumulated vacation days, not to exceed one year's worth, subject to the discretion of the Director of Human Resources.