



## **Employee Terminations and Transfers**

### **Purpose**

This policy establishes the responsibilities and timing of required notifications when an employee is terminating employment or transferring to another department.

### **Persons Affected**

All faculty, staff, and graduate assistant employees leaving the employment of the university are affected by this policy.

### **Policy**

It is preferred that faculty, staff, and graduate assistant employees give at least two (2) weeks notice to their supervisors prior to termination or retirement from the university or transfer to another department. Supervisors are responsible for immediately notifying human resources of all faculty, staff, graduate assistant terminations, retirements, and transfers. Notification will be accomplished through completion of an Electronic Personnel Action Form (EPAF).

Timely notification must be given to human resources prior to the termination, retirement, or transfer date preferably in the last week of employment, but must be given no later than the day the employee leaves his/her department. The purpose of this notification action is to alleviate security risks and prompt the termination of accounts such as email, long distance access, internet connectivity, purchasing privileges, computer system access and building access. This notice also alerts certain departments to verify whether or not the employee has outstanding financial matters to be resolved. If the employee has any outstanding debts to the university, the employee's department should notify payroll immediately so that the matter can be reviewed.

Early notification will not terminate an employee's accounts until the effective date. The EPAF process should be started as soon as possible to allow for routing through the appropriate channels for approval.

Failure of the department head to notify human resources in a timely manner may cause the employee's department to be charged for the employee's benefits unnecessarily since employees continue to have benefit coverage unless proper and timely notification has occurred.

### **Procedures**

#### **A. Exit Process**

As part of the exit process, the department in which the employee works must administer a departmental exit process to finalize business matters involving the terminating or retiring employee. This process is available on-line to assist the department in accomplishing this task. The departmental checkout form is to be signed by the department head and the employee and forwarded to human resources for the employee's personnel file. The



department head is responsible for verifying whether or not all departmental business is cleared such as keys collected, credit cards returned, uniforms returned, files and equipment returned, time sheet signed and that the EPAF has been submitted.

All faculty, staff, and graduate assistant employees leaving the employment of the university are highly encouraged to complete an exit interview or checkout procedure with human resources. The employee should contact human resources to schedule an exit interview, but it is the department head's responsibility to ensure that the exiting employee meets with human resources before their last day of employment. Faculty, staff, and graduate assistant employees should clear all outstanding financial matters prior to their exit interview.

It is to the employee's benefit to have an exit interview where they will obtain information about their retirement funds, discuss benefits, make arrangements for their last paycheck, and receive information regarding remaining leave time. It is important that a forwarding address be given to human resources or enter the new address in mySFA so that the employee's W-2 and COBRA (health care continuation) information can be sent to the correct address. . The employee will be given an opportunity to complete a separation questionnaire during the exit interview. Employees who will be transferring to a state agency must meet with human resources for details to ensure efficient and timely transition.

### **Related Statues or Regulations, Rules, Policies, or Standards**

None

### **Responsible Executive**

Vice President for Finance and Administration, Director of Human Resources

### **Forms**

Electronic Personnel Action Form; Departmental Checkout Form

### **Revision History**

September 1, 2023 (original)