

100.3 Resignation/Termination

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Employees should notify their supervisor well in advance of a planned resignation or retirement. The employee's supervisor completes the termination checklist provided by the Personnel Section, Facilities Management.

1. Resignation - voluntary employment termination initiated by an employee.
2. Discharge - involuntary employment termination initiated by the organization.
3. Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

University Requirement

An employee may resign by submitting a written resignation through their supervisor to the Director of Human Resource Services Department at least 10 workdays prior to the effective date. Upon mutual agreement by the supervisor or Department Head, less written notice may be accepted. If the employee does not give 10 workdays notice or gives less notice than mutually agreed upon, the employee is considered to have resigned with prejudice and the employee's records shall reflect the same. An employee may withdraw a resignation within two business days after giving notice of resignation. The appointing authority may approve a withdrawal request at any time.

University Termination Procedure

All employees who are leaving the University, whether by resignation or involuntary separation, are required to contact the Records Office of the Human Resource Services Department prior to their termination date. Upon departure from the University, employees must turn in their employee identification card, sign a resignation form required by the State, and may apply for a refund of their PERA account.

Forms are available from Human Resource Services to apply for continuation of Medical Insurance under COBRA. Election for continuation must be made within 60 days of the date insurance otherwise would terminate.

Facilities Management Procedure

Employees, who are leaving Facilities Management by resignation should notify their supervisor and contact the Personnel Office, Facilities Management prior to their termination date. Employees, on or before their last day of work, must return all Facilities Management property issued to them or in their possession or control, which includes, but may not be limited to the following.

1. Computer Accounts
2. Travel Credit Card and/or ACARD
3. Equipment/Tools
4. FM Identification Badge
5. Keys
6. Manuals
7. Pagers
8. Protective Equipment
9. Radios/Mobile Phones
10. Telephone Access Code
11. Tools
12. FM Supplied Work Wear