

Separation of Employment

Separation from employment may result from layoff, resignation, retirement, completion of a time-limited appointment, non-renewal of an employment contract, or discharge. Separation may also occur when an employee moves from one department, division, unit, or position to another within the University.

Employees intending to resign/retire are asked to write a letter of resignation/retirement to the President with a copy to the department head, the Office of Human Resources and the area's vice president no later than two weeks before the date of resignation/retirement. Administrators and supervisory personnel are requested to give a thirty (30) day notice.

A fully executed Exit PC05 must be completed by the department and submitted through the proper administrative chain of command to the Office of Human Resources to ensure the proper reason for the separation and documentation.

When separation from employment with the University occurs, the employee should schedule an Exit Interview with the Office of Human Resources (except when an employee is discharged). The information attained from the exit interview will be utilized to improve training, selection, and supervision practices, to improve working conditions at the University and to acquire any concerns of the employee.

Employees are expected to provide written notice of resignation or retirement to their immediate supervisor who is authorized to accept it.

Before an employee is given final clearance from his/her area of employment, a [Personnel Release Form](#) must be completed by the employee. If separation is initiated by the department head, a Personnel Release form must be completed by the department head. Forms may be obtained from the Office of Human Resources or the website@ www.mvsu.edu.

Terms/Procedures

Resignation/retirement occurs when an employee requests to terminate employment

Position Elimination/Reduction in Force is a separation from employment due to conditions or circumstances beyond the control of the employee.

When voluntary separation from employment with the University occurs, the employee's must:

- Complete the Personnel Release Form to ensure the return of all University property issued to the employee during employment at MVSU,
- Ensure all keys, sensitive information, and any other access granted by virtue of the employee's employment is returned or removed.

When separation from employment with the University occurs, the employer must:

- Complete the Exit PC05 Form to ensure the reason for separation and forward documentation for approval through the proper administrative channels to the Office of Human Resources
- Ensure that all access to computer systems, sensitive information, buildings, rooms, keys, and any other access granted by virtue of the employee's employment is removed
- Complete the Exit PC05 Form on or before the employee's last work day
- Conduct an exit interview to be completed by the Office of Human Resources.

When separation from a division, unit, department, or position within the University occurs but employment with the University continues in another position, the employee's responsible department must:

- Complete an Internal Audit to ensure the return of all University property issued to the employee during employment with the division, unit, department, or in the position
- Ensure that all access to computer systems, sensitive information, buildings, rooms, keys, and any other access granted by virtue of the employee's employment in their current division, unit, department, or position is removed
- Complete the Appointment/Change of Status PC05 on or before the employee's last work day in the division, unit, department, or position and forward for approval through the appropriate administrative channels for approval to the Office of Human Resources.

In the event the employee fails to return University property when requested to do so by the supervisor, aside from any other legal remedies the University may find necessary to pursue, the employee's final paycheck may be withheld. In addition, any debts owed to the University may be withheld from the final paycheck.

Benefits upon Separation from Employment

In order to get paid for holidays, employees separating from employment with the University (other than a separation due to retirement) must be in a regular pay status before and after a holiday. Separating employees should contact the Office of Human Resources regarding benefits.

NOTE: A fully executed Exit PC05 and Personnel Release form must be completed and received in the Office of Human Resources before anyone can receive their Final Leave Pay from the University. Final Leave pay is based on the accrued personal leave time not to exceed 30 days or 240 hours. In the event, an employee is transferring to another state agency, a final leave pay will not be granted.