



HRM 60.405: SEPARATION OF EMPLOYMENT

PURPOSE

To define separation of employment from the University and within the university and to describe the steps to be taken when separation occurs.

POLICY

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

An approved Employment Action Form and a Separating Procedure Checklist (for employees separating from the University) or an Internal Separating Checklist (for employees separating from a division, unit, department, or position but remaining employed by the University) (<http://www.hrm.msstate.edu/forms/>) shall be submitted through the administrative chain of command to the department of Human Resources Management for each employee whose employment with a division, unit, department, or position ceases in order to ensure that the reason for the separation is properly documented and to ensure compliance with this policy.

When separation from employment with the University occurs, the employee's immediate supervisor will schedule an exit interview (except when an employee is discharged) and provide the separating employee with the Exit Survey. The information obtained from the exit survey will be utilized to improve selection, training and supervision practices, to improve working conditions at the University and to learn of 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. Prior to separating from a position, executive, administrative, managerial, and professional employees should offer a thirty-day notice and support staff should offer a two-week notice. It is the prerogative of University administration to fix the time and conditions of employment separation.

When employees are to be discharged, the responsible administrator should refer to the Positive Direction resources regarding workplace issues at <http://www.hrm.msstate.edu/performance/>.

Definitions

Resignation/retirement occurs when employment ceases at the employee's request.

Reduction in Force\Position Elimination is a separation from employment due to conditions or circumstances beyond the control of the employee. (Refer to Reduction in Force/Position Elimination procedure for At-Will Employees at <http://hrm.msstate.edu/performance>.)

PROCEDURE

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

- audit the employee's pay and leave,
- complete the Separating Procedure Checklist to ensure the return of all University property issued to the employee during employment at MSU,
- 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 as indicated on the Separating Procedure Checklist
- collect the employee's unexpired parking permit (if applicable) and return to the University Parking Services department
- complete the Employment Action Form on or before the employee's last work day and forward for approval through the appropriate administrative channels for approval to the Department of Human Resources Management,
- forward the employee's departmental file to the Department of Human Resources Management for retention.
- conduct the exit interview and have the employee complete the Exit Survey, and
- forward the Exit Survey to the Department of Human Resources Management.

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 administrator must:

- audit the employee's pay and leave if separating from a division, unit, or department,
- complete the Internal Separating Procedure Checklist 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 as indicated on the Internal Separating Procedure Checklist
- complete the Employment Action Form 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 Department of Human Resources Management,

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.

Discharged individuals will be designated as permanently ineligible for rehire at the University by the Director of Human Resources Management except when the administrator approving the discharge recommends otherwise to the Director of Human Resources Management and the exception is approved.

Benefits upon Separation from Employment

Employees separating from employment with the University (other than a separation due to retirement) must be present for work or in an approved paid leave status on the last regularly scheduled day of work before a holiday and the first scheduled work day after a holiday to be eligible for holiday pay. Separating employees should contact the Department of Human Resources Management regarding benefits.

REVIEW

This policy and procedure will be reviewed by the [Chief Human Resources Officer](#) at least every four years.

REVIEWED BY:

/s/ Judy Spencer
Chief Human Resources Officer

09/23/2015
Date

/s/ Jerome A. Gilbert
Provost and Executive Vice President

09/23/2015
Date

/s/ Timothy N. Chamblee
Assistant Vice President and Director
Institutional Research and Effectiveness

09/23/2015
Date

/s/ Joan Lucas
General Counsel

10/14/2015
Date

APPROVED:

/s/ Mark Keenum
President

10/26/2015
Date