



HRM 60.405: SEPARATION FROM EMPLOYMENT/CHANGE OF POSITION

PURPOSE

To define separation from University employment and to identify the steps to be taken when such separation occurs. To further provide guidance for the steps to be taken when an employee changes position within the University.

POLICY

Separation from employment is any action that results in the termination of the employment relationship with the University. Separation from employment may result from resignation, retirement, layoff, completion of a time-limited appointment, non-renewal of an employment contract, reduction in force, position elimination, or discharge.

A change of position is any action that results in an employee leaving one position at the University and assuming another position regardless of whether an employee moves from one division, unit, or department to another within the University or moves from one position to another within the same division, unit or department.

Separation from Employment

An approved Employment Action Form shall be submitted through the administrative chain of command to the department of Human Resources Management for each employee whose employment with the University terminates in order to ensure that the reason for the separation is properly documented and to ensure compliance with this policy.

Employees are expected to provide written notice of resignation or retirement to their immediate supervisor who is authorized to accept it. Executive, administrative, managerial, and professional employees should offer a thirty-day notice and support staff should offer a two-week notice. Notwithstanding the foregoing, it is the prerogative of University administration to fix the time and conditions of employment separation.

Upon separation from employment or transfer of an employee to another department, the employee's responsible administrator must:

- audit the employee's pay and leave,
- 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 (It is the responsibility of the administrator to complete and maintain the Separating Procedure Checklist in the department/unit. Please see Separating Procedure Information provided at <https://www.hrm.msstate.edu/forms/separation-employment-information>,
- collect all University property that was assigned to the employee,

- complete the terminating Employment Action Form (this form must be completed, approved and received by Human Resources Management in advance of the payroll due dates provided by the MSU Payroll office in order to avoid overpayments), and
- forward the employee's departmental file to the Department of Human Resources Management for retention.

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 Chief Human Resources Officer, except when the administrator approving the discharge recommends otherwise to the Chief Human Resources Officer, who then chooses to approve the exception.

Exit Surveys

All departing faculty or staff are encouraged to participate in an exit survey by completing an online questionnaire. An invitation to submit the online survey will be sent via email upon notification of resignation to Human Resources Management. This process will not apply to employees who are transferring within MSU, involuntarily separations, intermittent workers, student workers or graduate assistants. Any employee who wishes shall be granted an opportunity for an exit interview in-person with the appropriate department head, director, or dean.

The information gathered from the exit survey will be stored and carefully analyzed by the Office of Institutional Research and Effectiveness. Any issues that arise out of the questionnaire and/or in-person meeting will be addressed with the appropriate administrator(s).

Every effort will be made to keep all information confidential wherever possible. Information that relates to harassment, discrimination, or illegal activity will be acted upon in accordance with university policies and it may not be possible to keep the source of this information confidential.

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.

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>).

Change of Position

When a change of position occurs, the employee's responsible administrator must:

- audit the employee's pay and leave if leaving the division, unit, or department,
- 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 if not required for the position to be assumed after the change in position (for additional information and guidance, please see the Change of Position Information provided at <https://www.hrm.msstate.edu/forms/>); and
- complete an Employment Action Form (this form must be completed, approved and received by Human Resources Management in advance of the payroll due dates provided by the MSU Payroll office in order to avoid overpayments).

REVIEW

This policy and procedure will be reviewed by the Chief Human Resources Officer at least every four years.

REVIEWED BY:

/s/ Leslie Corey
Chief Human Resources Officer

1/17/2023
Date

/s/ David Shaw
Provost and Executive Vice President

1/24/2023
Date

/s/ Tracey N. Baham
Associate Vice President, Institutional Strategy & Effectiveness

1/24/2023
Date

/s/ Joan Lucas
General Counsel

3/17/2023
Date

APPROVED:

/s/ Mark E. Keenum
President

3/27/2023
Date