



## **HRM 60.405: SEPARATION FROM EMPLOYMENT/CHANGE OF POSITION**

### **PURPOSE**

To define separation from University employment and to describe 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. A change of position occurs when an employee moves from one division, unit, or department to another within the University or when an employee 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.

In all situations other than discharge, when separation from employment occurs, the employee's immediate supervisor will schedule an exit interview and provide the separating employee with the Exit Survey. All completed Exit Surveys should be submitted to HRM. 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.

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/>.

Upon separation from employment, 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 (for additional information and guidance, please see the Separating Procedure Information provided at <http://www.hrm.msstate.edu/forms/>);
- 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, 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.

#### 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 <http://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/ Judy Spencer 02/26/2018  
Chief Human Resources Officer Date

/s/ Judy Bonner 02/27/2018  
Provost and Executive Vice President Date

/s/ Timothy N. Chamblee 03/06/2018  
Assistant Vice President and Director Date  
Institutional Research and Effectiveness

/s/ Joan Lucas 03/08/2018  
General Counsel Date

**APPROVED:**

/s/ Mark Keenum 03/18/2018  
President Date