

SHRA Employee Terminating Employment

Policy 601.5

NOTE: For purposes of all Appalachian State University policies, references to SPA (subject to the State Personnel Act [former terminology]) shall be interchangeable with SHRA (subject to the State Human Resources Act [current terminology]); and references to EPA (exempt from the State Personnel Act [former terminology]) shall be interchangeable with EHRA (exempt from the State Human Resources Act [current terminology]).

1 Introduction

2 Scope

This policy applies to all SHRA employees.

3 Definitions

3.1 Terminated

University employment is **terminated** by resignation, reduction in force, dismissal, retirement, or death. When a permanent or temporary staff employee terminates University employment for any of these reasons, Human Resource Services must be notified.

4 Policy and Procedure Statements

4.1 Termination by Resignation

4.1.1 If an employee terminates employment by resignation, he or she must give written notice to the immediate supervisor. The resignation notice should include:

1. The effective date of separation
2. The reason(s) for separation

4.1.2 The employee is expected to give a two week notice prior to the last day of work.

4.2 Prepare Separation Notice for Staff Employees

4.2.1 Procedure Steps - Complete Separation Notice for Staff Employees, and send to Human Resource Services as soon as possible after separation or the intent of separation becomes known.

1. Fill out Separation Notice.
2. Record any vacation leave to be taken before the last day of work. If after the form has been completed a change occurs in this number, notify Human Resource Services immediately. This must be done no later than the 19th of each month.
3. Give exact reasons for employee's separation. This is especially important in light of unemployment insurance which has been effective on all University employees since July 1, 1972.
4. Evaluate the employee as accurately as possible; this information is used in answering inquiries from other employers and for possible "rehire" purposes.
5. If separation is due to a resignation, attach the employee's resignation memo to the completed form.

4.3 Schedule Employee for Exit Interview

4.3.1 Each employee is required to have an exit interview with Human Resource Services before the last date of employment. Schedule an appointment for the separating employee with Human Resource Services for sometime during the last week of employment.

5 Additional References

5.1 [Human Resource Services](#)

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates