

**3356-7-38      Resignation of employment.**

- (A) Policy statement. It is the policy of the university to obtain a written resignation from all employees who are voluntarily terminating their employment with the university.
- (B) Scope. This policy applies to all full-time, part-time, and term employees who are voluntarily resigning from employment for any reason, including but not limited to retirement. This policy does not apply to student employees.
- (C) Parameters.
  - (1) A two-week written notice of resignation is standard and will be provided by the resigning employee to their supervisor. Longer or shorter notice periods may be appropriate for key positions; therefore, alternative notice arrangements may be arranged with the employee, unit, and human resources. For excluded professional/administrative staff, an acceptable notice of resignation would be the amount of time referenced in an employee's appointment letter (e.g., sixty or ninety days).
  - (2) Any supervisor/manager or representative of the office of human resources may accept an employee's notice of resignation by confirming its receipt in writing. The notice of resignation, along with the written confirmation of receipt, will be forwarded to the executive officer of the division and to the office of human resources.
  - (3) The university may, at its sole discretion, accept or reject an employee's request to rescind or modify a resignation.
  - (4) The chief human resources officer is authorized to develop additional procedures necessary for the implementation of this policy.

- (5) Employees must return all university property and provide their current university computer system password on or before the last work day at a time determined by management.
- (D) Procedures. Additional information regarding separation/transfer of employment is available on the human resources [“Separation/Transfer of Employment”](#) webpage through the human resources electronic off-boarding process.
- (1) In advance of formally submitting a letter of resignation, it is advised that employees discuss their intent with their immediate supervisor.
  - (2) Employees shall provide a formal letter of resignation to their supervisor, with copies to the ~~provost or appropriate vice president~~ executive officer and the office of human resources.
  - (3) In those instances where the employee provides a verbal notice of intent to resign to the supervisor, the supervisor will provide a written confirmation of the resignation to the employee and forward a copy of the confirmation to the executive officer and the office of human resources.
  - (4) A supervisor may, after consultation with the office of human resources, designate an earlier final date of employment.
  - (5) Upon receipt of the letter of resignation for confirmation of a verbal notice of intent to resign, the office of human resources will notify the appropriate department, units, and offices of the impending separation.
  - (6) The office of human resources will authorize any applicable final payments. Normally, the final payroll check will be released within thirty days of the date of separation pending audits and the clearance of all applicable offices and the return of all university property.

- (7) The resigning employee's supervisor will complete the "[Exit Separation/Transfer Checklist](#)" electronic off-boarding tasks and will secure all university property available to the employee (e.g., keys, tools, identification card, parking permit, computer password) prior to the date of separation.
- (E) Exit interview. As part of the resignation process, supervisors should ask employees to voluntarily complete an ~~online~~ [exit survey](#) ~~before leaving the university~~ [exit survey as part of the electronic off-boarding process](#). When appropriate, it is within the discretion of the university to maintain the information ~~may be maintained~~ as confidential. The university will use the information provided by the employee in the aggregate to determine employment trends and identify problem areas. ~~In the alternative, an employee may complete a printable version of the exit survey and submit it to human resources or to their supervisor who will forward the form to human resources.~~