

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

| | | | | | |
|-----------|------------------------------------------------------|------------|-----------|-----------|--|
| Policy #: | | Effective: | July 2012 | Category: | |
| Name: | SEPARATION/RESIGNATION FROM EMPLOYMENT POLICY | | | | |

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

University Employee Policy

3.0 POLICY

The effective date of a staff employee's separation is his or her last day worked and for Faculty the last day of the contracted period. With the exception of retirement, earned leave will not extend the effective date of termination beyond the employee's last day worked. Employees who voluntarily resign or retire from employment with the University should submit a written resignation letter to their supervisor, which should be forwarded to Human Resources. Human Resources will also schedule and conduct an exit interview with the resigning employee whenever possible.

The University expends considerable time and resources recruiting and hiring all members of the campus community. If an employee tenders resignation of his/her employment, the University will not consent to a rescission of the resignation once the University has undertaken substantial steps towards finding a replacement for the employee's position. An employee desiring to rescind his/her resignation after the University has taken such substantial steps, may follow the proper procedures to reapply for the now available position. The employee will be considered with the other applicants, but the employee is not guaranteed reemployment.

Prior to leaving, the employee must return all University property in his or her possession to the appropriate area. Departing employees are expected to settle all financial obligations with the University before leaving employment. Appropriate adjustments will be made to the last payroll check, when necessary.

When employment with the University ends, life insurance ends the last day worked. Other insurance coverage ends on the last day of the month worked (e.g., if employee ends employment on October 17, life insurance ends on October 17th, other insurance coverage such as health, vision, dental, etc. ends on October 31st). Employees may have the option of requesting continuation or conversion of their insurance coverage after termination and should refer to the insurance plan booklets and/or contact Human Resources for information about these options. Employees who are retiring from Missouri Southern should see the "Benefits Available to Retired Employees" section in this Handbook regarding the continuation of some employee benefits.

An employee's final paycheck will include payment for all days worked during the employee's last pay period. Employees will also be paid for any earned but unused vacation days up to a maximum of 160 hours if full time and a prorated amount for part time. See Vacation Leave policy in this Handbook. The University does not pay employees for unused sick leave upon termination of employment. See

Sick Leave policy in this Handbook. Unused sick time may be contributed to the Shared Sick Leave Program.

Personnel Records:

It is the policy of the University that former employees are not entitled to access their closed personnel records (absent subpoena or other legal process), nor may they access the personnel records of any other employee whether former or currently employed.

The University may charge a fee to parties who request and are authorized copies of employee files. Our minimum charge for authorized records requests is \$20.00.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS