SEPARATING FROM THE UNIVERSITY

Separation Process

The separation process is a guide for all permanent EHRA Faculty, EHRA Non-Faculty, and SHRA employees that promotes accountability in the university separation procedure. This informs all responsible personnel and departmental units to process separation actions promptly.

The separation process involves pivotal roles played by the employee, supervisor, departmental contacts, and Human Resources. To ensure a smooth transition for both the departing employee and the supervisor, checklists have been designed, outlining action items to be completed before the employee's last workday. Initiating these checklists promptly upon receiving notice of separation is imperative.

The primary objective of this process is to retrieve all University property and appropriately restrict access to university facilities and systems during separation or transfer. Supervisors and departmental contacts hold ultimate responsibility for retrieving University property.

The initiation of the separation action in PeopleAdmin notifies Human Resources, marking the beginning of the separation process. Timely entry of these actions is crucial, ensuring proper offboarding and preventing payroll overpayments.

Procedure

Human Resources Responsibility

Human Resources responsibilities encompass various facets, including policy adherence, communication with departing employees, benefits and compensation management, exit interviews, and ensuring legal and regulatory compliance throughout the offboarding process. Additionally, Human Resources will provide training to supervisors and departmental contacts regarding the separation process twice a year and will update the checklists as well as UNCSA Regulation 631 as needed.

> **UNCSA Regulation 631 - Separation and Departmental Transfer of Employment Link**
> https://www.uncsa.edu/policy-manual/600-personnel/631-separation-departmental-transfer.aspx

Supervisors Responsibility

Supervisors are essential in ensuring a positive and organized offboarding experience for the departing permanent employee and the team. Their responsibilities encompass effective communication, University property retrieval, compliance, knowledge transfer, team management, and providing support during the transition period. Supervisors are responsible for immediately notifying Human Resources via PeopleAdmin concerning the separation of an employee and should provide an acknowledgment/acceptance of the employee's resignation.

<u>Employee Responsibility</u>

A permanent employee is responsible for providing advance notice and written notification of their intent to resign from their supervisor as soon as the decision has been made to separate from the University. The written notification should explain the resignation and must state the effective date, which is the last day the employee will work.

It is the departing employee's responsibility to provide their supervisor or departmental contacts with all University-issued property received during their tenure, including keys, one-card, uniforms, library books, P-card, travel cards, computers, mobile phones, and any other University property or equipment.

Departmental Contacts Responsibility

Departmental contacts are representatives who serve as points of contact within their respective departments and are responsible for managing specific aspects of the offboarding process, such as handling the return of IT equipment, accessing or overseeing procurement-related matters during an employee's departure, etc.

Departmental Contacts will be notified via email through PeopleAdmin once the separation process has been initiated. This email notification serves as a crucial step to alert the departmental contacts regarding an employee separation. Its purpose is to ensure the resolution of any potential outstanding obligations and the retrieval of university property.

These notifications are directed to particular departmental contacts, placing the responsibility on them in partnership with the supervisor to facilitate the necessary steps for the retrieval of university property. Each departmental contact holds the responsibility of developing and executing their process to ensure the retrieval of university property associated with the departing employee.

Departmental Contacts

- Campus Police
- Campus Performance Place
- Facilities
- Information Technology
- One-Card Office
- Payroll
- Purchasing
- Strategic Communications
- University Foundation
- University Library