



## SEPARATION FROM EMPLOYMENT

An employee resigning from employment with Centenary University is required to submit a dated note/letter/email of voluntary resignation to his/her supervisor with a copy to Human Resources, and must state the last date the employee will work. Required notice time is detailed below under "Resignation." *Unused, earned vacation days and personal days may not be taken during the notice period and may not be added to the last date worked when giving notice of voluntary resignation.* The employee is responsible for contacting the Human Resources Department prior to leaving for a review of items on the exit checklist.

A terminating employee is responsible for the timely return of Centenary property before leaving, such as: keys, computer(s), library books, University ID card, laptop/computer, telephone calling cards, credit cards, parking permit, files, manuals, student grades, and any other University equipment or property, etc. In addition, any financial or legal obligations to the University must be satisfied, such as: submitting final expense reports; clearing and paying any outstanding balances or advances. If the employee and/or family member is enrolled in any course(s) under the Tuition Benefit Program, the employee must inform the Bursar in writing if the course(s) will be continued upon termination. The Student Billing Office will issue the employee an adjusted invoice. Since the Tuition Benefit Program ceases upon termination of employment, the employee and/or member(s) of the employee's family who are enrolled in the Tuition Benefit Program have the following options available at such time:

- 1) Drop the course(s) or
- 2) Become financially responsible for the prorated cost of the course(s).

If the decision is to complete the course, it is the employee's responsibility to inform the Bursar in writing of this decision so that an adjusted invoice is issued.

Unused, accrued vacation days will be paid to the employee in accordance with the vacation policy after separation of employment as long as the employee has successfully completed the Introductory Evaluation Period. This payment will be made separately from the regular paycheck. Vacation entitlement is pro-rated based on the amount of time actually worked during the fiscal year. If an employee has used more vacation days than they have accrued at the time of their termination, that amount will be deducted from their last paycheck.

Unused compensatory time is calculated based on the number of accrued hours remaining and is paid out after separation of employment. A maximum of 35 hours will be paid at the time of separation

Employment at Centenary University may be terminated in any of the following manners.

Procedures relative to each are discussed below:

### **Resignation**

*A minimum of two (2) weeks written notice* is required of Centenary University employees who terminate their employment. More than two (2) weeks notice will enable the department to effect a smoother transition and is greatly appreciated. During the 2 week notification period, employees should not take any time off.

Employees at the supervisory level or above are expected to provide as much notice as practicable.

### **Discharge**

Employment at Centenary University is based on the premise of employment-at-will. In keeping with this premise, regular employment at Centenary University may be terminated with or without cause on two weeks notice, or pay in lieu of notice, at the University's option, except in cases of gross misconduct whereby employment may be terminated immediately.

Employment within the Introductory Evaluation Period is also considered employment-at-will and may be terminated with or without cause or notice.

### **Retirement**

In accordance with State and Federal laws, there is no mandatory retirement age, except in those cases permitted by law. However, if an employee plans to retire, she/he should inform his/her Supervisor and Human Resources in writing well in advance of the actual retirement date so that employee-related issues are addressed and necessary forms are completed and processed in a timely fashion.

The employee should also be aware that the Social Security Office requires a minimum of three (3) months to process Social Security and Medicare benefits.

Faculty members should consult the Faculty Handbook regarding retirement.

### **EXIT INTERVIEW**

Upon separation of employment from the University for any reason, except discharge, the employee has the option to request an exit interview with Human Resources.