

Employee Separation / Transfer Procedure

Purpose: To ensure the timely notification and processing of faculty and staff separations from employment.

I. Full-time faculty and staff and part-time miscellaneous and wage employees

Supervisor Responsibilities

Supervisors are responsible for immediately notifying Human Resources concerning the separation of faculty/staff. If this is an involuntary separation contact Human Resources before taking action.

- a. Supervisors will submit a [Separation Request](#) to Human Resources immediately upon becoming aware of an employee's intent to leave employment or transfer to another department within Longwood University.
- b. Supervisors will submit the employee's notice of resignation with the separation request. The resignation notice must state the employee's intended last day and explanation of resignation. If the employee is transferring to another Virginia state agency and DID NOT state this in his/her resignation letter, please contact Human Resources right away or note this on the separation request.
- c. At the employee's request, supervisors will determine whether leave will be used prior to the employee's last day. If a non-exempt employee, the supervisor should ensure the employee completes his time in Cardinal including the last day worked.
- d. Supervisors will meet with the employee to discuss and complete the checklist, outlining the employee's responsibilities before leaving the University. Supervisors are required to submit a [Separation Checklist](#), on separating and transferring employees, to Human Resources on the employee's last day or not later than one workday.
- e. Supervisors will ensure all items on the separation checklist are submitted to the appropriate department, such as: keys, parking tag, employee ID, laptop, credit card, other university owned property, etc.
- f. Supervisors will have the employee share their voice mail password to ensure service may continue seamlessly.
- g. Supervisors will ensure access to systems, shared drives, etc. are removed immediately
- h. Supervisors will complete an interim evaluation on full-time Administrative and Professional faculty and classified staff

Employee Responsibilities

- a. Employees are responsible for providing advance written notice of the intent to resign to their supervisor. The resignation notice should include the last day the employee intends to work and reason for leaving. Classified employees should provide a minimum two-week notice. Administration and professional faculty should provide a minimum thirty-day notice to comply with policy 2054 *Terms and Conditions of Employment for Administrative and Professional Faculty*. Instructional faculty should provide as much notice as possible to allow time to fill the position.
- b. Schedule an exit interview with Human Resources to go over their benefits and have the option to discuss their experience at Longwood.
- c. Employees will return all Longwood owned property, such as keys, parking tag, employee ID, laptop, credit card, and any other university owned property.
- d. Employees who voluntarily separate will be required to reimburse the University for the tuition, student activity, comprehensive and registration fees for any course taken within the current semester. Furthermore, if the employee's spouse or eligible dependents benefitted from any fee waivers within the current semester, the employee will be required to reimburse the University for those waived fees.
- e. Employees should submit a personal email to Human Resources in order to retain access to Cardinal for paystubs and W-2 access. The personal email may be submitted on the Separation Request by the supervisor or directly to Human Resources.
- f. Employees should submit a forwarding address if applicable.
- g. Employees are encouraged to put an out-of-office reply on their email.
- h. Retirees may retain email access. It is the employee's responsibility to notify ITS of the desire to keep their Longwood email.

Human Resource Responsibilities

- a. Human Resources will key employee separations into Banner and Cardinal on or before the employee's last day.
- b. Human Resources will send a separation email within 24 hours of the employee's last day.

- c. Human Resources will contact all full-time separating employees to schedule an exit interview. During the exit interview the employee will be provided with information regarding their benefits, as well as the option to discuss their experience at Longwood.
- f. Human Resources will remove access to all HR systems, shared drives, etc. if the separating/transferring employee is in Human Resources.
- g. Human Resources will email a separation letter outlining employee benefits

II. Adjuncts

Supervisor Responsibilities

- a. Supervisors will submit a Separation Request and Separation Checklist when the adjunct is permanently separating

Human Resource Responsibilities

- a. Human Resources will separate an adjunct in Banner and Cardinal after one full calendar year of the adjunct not working

III. Student employees and Graduate Assistants

Please visit the [termination/resignation procedures](#) for student employment.