

OLD DOMINION UNIVERSITY
University Policies and Procedures

**6060 - NOTIFICATION REQUIREMENTS FOR SEPARATING
FACULTY AND STAFF**

Statement: University managers are responsible for immediately notifying the Department of Human Resources and the appropriate vice president concerning the resignation or termination of faculty and staff. Notification to Human Resources and the vice president must occur no later than one workday upon the manager's receipt of this information.

1. Timely notification of separations:
 - ensures accurate compensation computation and disbursement;
 - facilitates the timely processing of final pay actions;
 - protects and accounts for university property;
 - provides faculty and staff with an opportunity to exercise appropriate benefit options.
2. A faculty or staff member is responsible for providing advance notice and written notification of his/her intent to resign to his/her manager as soon as the decision has been made to separate from university employment. The written notification should provide an explanation for the resignation and must state the effective date of separation, which is the last day the employee will work. Reasonable advance notice of resignation for classified employees is at least two weeks, or longer for professional level positions. As contractual employees, faculty members should make every effort to give the administration adequate time to find a replacement when they desire to leave Old Dominion University.
3. Upon being notified of a faculty or staff member's intention to resign, the manager shall request the written resignation. On the bottom of the document, the manager should note the date the resignation was received, sign their name acknowledging receipt, and submit the document to Human Resources, with a copy to the appropriate vice president, immediately. Managers are also advised to call Human Resources and the Payroll Office or send an e-mail notice immediately when they are aware of an employee's intention to resign.
4. Managers are also responsible for the following actions:
 - certifying that all leave activity reporting forms for leave taken by classified employees have been submitted to the Payroll Office;
 - notifying the Payroll Office if the classified employee is in a time-loss status or has an annual leave balance of less than 40 hours;
 - collecting university property(e.g. keys, beeper, uniforms, etc.);
 - referring departing faculty and staff to Human Resources for benefits information;

- if applicable, ensuring that contractual obligations are fulfilled by the separating faculty member or reassigned as appropriate;
 - notifying appropriate computer facilities (i.e. OCCS) to delete access to departmental and university systems;
 - maintaining all departmental personnel and timekeeping records for five years in a safe and confidential manner.
5. Human Resources will provide the supervisor with an e-mail message confirming receipt of the separation notice and will provide the supervisor with a check list to ensure that the supervisor's responsibilities for the separation process are completed. The separating employee will be contacted by Human Resources to schedule an exit interview and to inform the employee about his/her responsibilities in completing the separation process. The Department of Human Resources is responsible for inactivating the employee's pay status in the Banner Administrative System upon notification of an employee's separation. Human Resources is also responsible for providing timely notification to the Payroll Office of separating faculty and staff.
6. The Payroll Office is responsible for processing final salary payments, processing final leave pay-outs, terminating direct deposits, and terminating faculty and staff employee records in the Banner Administrative System.

Responsibility: Departmental Managers, Department of Human Resources, Payroll Office

Authorization: Roseann Runte, President

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