



Angelo State University
Operating Policy and Procedure

OP 52.39: Separation of Employment and the Exit/Clearance

DATE: September 1, 2007

PURPOSE: The purpose of this OP is to establish procedures for employees who voluntarily resign from employment.

REVIEW: The Director of Human Resources will review this policy each September every three years beginning in 2007. Angelo State University reserves the right to interpret, change, modify, amend or rescind this policy, in whole or in part, at any time without the consent of employees.

POLICY/PROCEDURE

1. Voluntary Resignation

Staff employees should provide their supervisor at least two calendar weeks' notice prior to the effective date of resignation to remain in good standing with the University. The notice should preferably be in writing, a memorandum, letter or email. Upon receipt of such notice, the supervisor should acknowledge and accept the resignation. If the employee verbally gives notice to resign, the supervisor should accept and confirm the resignation in writing. The resignation notice should be forwarded to the Office of Human Resources for the personnel file. All resignations shall be reported on the Personnel Action Form (Attachment).

2. Involuntary Termination

In accordance with Operating Policy 7.3, employees may be terminated for cause. Upon final determination of termination, employees must vacate their workplace on or before the effective date of termination. This date is determined by the termination letter given to the employee. The termination letter and any supporting documentation must be forwarded to the Office of Human Resources for the personnel file. All resignations shall be reported on the Personnel Action Form.

3. Retirement

Employees who meet the eligibility requirements for ORP or TRS retirement and choose to retire should provide their supervisor at least two calendar weeks' notice prior to the effective date of resignation to remain in good standing with the University. The notice should preferably be in writing, a memorandum, letter or email. Upon receipt of such notice, the supervisor should acknowledge and accept the resignation. If the employee verbally gives notice to resign, the supervisor should accept and confirm the resignation in writing. The resignation notice should be forwarded to the Office of Human Resources for the personnel file. All resignations shall be reported on the Personnel Action Form.

4. Exit and Clearance Process

All employees (staff and faculty) are expected to visit the Human Resources Office to turn in University property, pay any outstanding fines, and complete separation of employment paperwork. This applies to personnel who are separating employment due to voluntary resignation, involuntary termination, and retirement. **This exit and clearance process must be initiated by the departing employee, no earlier than two days before the employee's last workday.** If the employee has any outstanding parking or moving violation tickets or outstanding library fines, these must be paid at the University Police Office or Library before the employee's last workday. Human Resources will be responsible for collecting the employee's parking tag and the Key Clearance for Terminating Employees form. All other University property (cell phone, laptop computer, etc.) should be turned in with the employee's department.

The following information is provided to departing employees:

a. Final Paycheck:

Generally the employee will receive the final paycheck through direct deposit for hours worked.

b. Unused Vacation

Staff employees must have completed 6 months of continuous state employment to receive any unused vacation hours. Leave checks are normally generated on the supplemental payroll AFTER the termination month from payroll. The Payroll Office will notify the employee that the lump sum check is ready to be picked up. The lump sum check can be picked up in the Bursar's Office or mailed with a self addressed stamped envelope. ****NOTE:** If the employee transfers employment to another Texas State agency without a break in service, the employee cannot receive a lump sum payment for unused vacation. Instead, vacation balances will be transferred to the new State agency employer.

c. Unused Sick Leave Hours

Upon separation of employment for any reason, employees will not be paid for any accrued sick leave. Unused sick leave at separation is forfeited. Sick leave may be restored if a former employee is re-hired by another State Agency within 12 months of separation. If the employee is rehired by the same State agency, there must be a one month break in service for the hours to be restored.

d. Sick Leave Pool Voluntary Donation

Employees who terminate employment may voluntarily contribute a maximum amount of 24 hours of their accrued sick leave hours to the sick leave pool. (The sick leave pool is intended to help current employees who suffer a catastrophic illness or injury, which caused them to exhaust all leave time earned). Any sick leave hours that are contributed, by a terminating employee, to the sick leave pool may not be restored under any circumstances upon return to employment with the Angelo State University or any other Texas state agency.

e. Group Health, Dental or Vision Insurance

Health insurance coverage ends at the end of the separation month.

The federal law known as COBRA requires most employers to offer employees and their families the opportunity for a temporary continuation of their group health insurance coverage at group rates when the employee separates from employment. The Employee Retirement System of Texas mails out the COBRA information (rates and instructions) to every employee who had insurance coverage at the time of termination. There is a 60-day deadline from date of COBRA notice.

The employee may request a certificate of health coverage as proof of coverage for a future employer, if required.

f. Life Insurance and Long Term Disability (LTD)

At termination, the employee's group term life insurance and long term disability (if enrolled) will end.

g. TexFlex Reimbursement Accounts

Upon separation of employment, the employee's TexFlex reimbursement accounts will be terminated. If selected, the dependent care account contributions will stop effective immediately. If the employee selected the health care account, he or she will be responsible for paying the remaining balance elected to contribute for the fiscal year. This will either be deducted out of the employee's paycheck or, if the paycheck will not cover the balance, the employee will be responsible for paying TexFlex directly.

h. Teacher Retirement System (TRS)

The departing employee may receive a refund of his or her TRS contributions or transfer the funds to an individual retirement account. If the employee completes the Notice of Final Deposit and Request for Refund Form (TRS 6) for a refund, there is a 2 to 4 months processing time. The Teacher Retirement System in Austin will mail the refund check to the address specified by the employee on the TRS-6 Form.

i. Optional Retirement Program (ORP) and Tax Sheltered Annuity (TSA)

If the departing employee is a participant in the Optional Retirement Program (ORP) or the Tax Sheltered Annuity (TSA) and wishes to rollover or withdraw the funds, the appropriate financial advisor must be contacted to complete the necessary paperwork.

Attachment: [Personnel Action Form](#)