



Idaho State University

POLICIES AND PROCEDURES

Obligation Related to Separation of Employment

ISUPP 3110

POLICY INFORMATION

Policy Section: *Human Resources*

Policy Title: *Obligation Related to Separation of Employment*

Responsible Executive (RE): *AVP of Human Resources*

Sponsoring Organization (SO): *Office of Human Resources*

Dates: Effective Date: *November 2, 2015*

Revised: *July 22, 2016*

Review Date: *July 2021*

I. INTRODUCTION

The purpose of this policy is to establish a uniform method for securing the return of all Idaho State University (ISU or University) assigned property and/or equipment, for settling any outstanding employee debts, and for utilizing the University's exit process for employees separating employment with ISU.

It is also critical for employees who are leaving the University, to receive timely information relative to the University's exit process so they may receive important information regarding their benefit options and update their contact information in order to receive important information needed after separation.

II. POLICY STATEMENT

All ISU employees, including full-time and part-time faculty, staff, student, temporary employees, and adjunct faculty are required to return all ISU assigned property and/or equipment.

Employees must settle any outstanding debts with the appropriate department prior to separation.

Exiting employee supervisor or department designee should complete an Exiting Employee Checklist and provide updated contact information if applicable in accordance with Section III.B.4.

III. AUTHORITY AND RESPONSIBILITIES

A. Department/Supervisor Responsibilities

1. The supervisor or departmental designee shall secure the return of all assigned property and equipment from exiting employees prior to separation (i.e., keys, laptop computer, office supplies, p-card, travel card, etc.)
2. The supervisor or departmental designee shall ensure that the expectation has been clearly communicated to the exiting employee for the settlement of any outstanding accounts prior to separation by instructing the exiting employee to contact the Office of the Controller
3. The supervisor or departmental designee shall ensure that all computer access has been removed by contacting Information Technology Services (i.e., Lex, Web Groups, Banner, etc.)
4. The supervisor or departmental designee shall ensure that the Forced Authorization Code (FAC) and/or long-distance calling card has been canceled by contacting Networking and Communications.
5. The supervisor or departmental designee shall ensure the completion of the Exiting Employee Checklist and submit the form to the Office of Human Resources. If the employee is not available to secure completion of the Exiting Employee Checklist, the supervisor or departmental designee shall be responsible for completion of the form.
6. The supervisor or departmental designee shall ensure the submission of the personnel recommendation form (PR), noting the separation date, as soon as being made aware an employee is separating from ISU. Any related documentation to the separation should be attached to the PR. (i.e., resignation letter, retirement letter, etc.) The PR form should be submitted to the Finance and Administration Office.

B. Employee Responsibilities

1. Exiting employees should submit a resignation/retirement letter. The letter should provide advance timely notice of impending resignation or retirement. The effective date of the resignation should coincide with the last day the employee physically works. Please contact the Office of Human Resources to consult regarding retirement date options.
2. Exiting employees shall return all assigned property and equipment to each department prior to separating from employment with the University (i.e., keys, laptop computer, office supplies, p-card, travel card, etc.)

- a. Supervisor or departmental designee should return the key to the Key Office in the Public Safety building for processing and repair or replacement as required.
 3. Exiting employees shall settle any outstanding accounts prior to separating from employment with ISU by contacting the Office of the Controller.
 4. Exiting employees shall complete the Exiting Employee Checklist and submit it to the supervisor or departmental designee or the Office of Human Resources prior to the last day of work. As part of the Exiting Employee Checklist, employees should provide updated contact information. If exiting employees are not available to secure completion of the Exiting Employee Checklist, immediate supervisors shall be responsible for completion of the form.
 5. Although not required, exiting employees may complete the Exiting Employee Survey and submit it to the Office of Human Resources. If preferred, exiting employees may request face-to-face interviews by contacting their designated Human Resources Consultant.
- C. The Office of Human Resources Responsibilities
1. The Office of Human Resources will retain the Exiting Employee Checklist, update the employee's record, and electronically provide exiting employees with an optional Exiting Employee Survey. If requested, the Human Resources Consultant will conduct an in-person exit interview. Information contained in the survey allows the Office of Human Resources to analyze trends, identify common themes, and appropriately address any concerns in order to enhance the work experience of all employees and improve University relations.

IV. RELATED CHECKLIST AND SURVEY

- A. Exiting Employee Check List
- B. Optional Exit Survey