|  |  |
| --- | --- |
| GeneseoType_wSig_PMS287 | Approved By: Cabinet  Effective Date: |
| Category: Human Resources  Contact: Human Resources  (585) 245-5616 |

Separation from Service Policy

1. Purpose
   1. The purpose of this policy is to ensure that, upon notification by an employee of resignation, the legitimate operating needs of the College are met and to provide a consistent application for the use (liquidation) of accruals, recovery of assets that belong to the College, and dispensing of employee pay and benefits.
2. Policy
   1. Employees separating from service on the State payroll must submit a written notification to the appointing authority regarding the effective date of the resignation. It is the responsibility of the separating employee to return all property belonging to the College or grant sponsor. Monies outstanding for travel advances, parking tickets, and personal telephone charges must be paid to the appropriate offices. A [Separation Procedures and Sign-off Form](http://www.geneseo.edu/sites/default/files/sites/hr/Separation%20Sign-Off.doc) must be completed, signed by the employee and supervisor. **The form is then submitted to Human Resources & Payroll Services prior to the employee’s last day of work.**
   2. It is the **responsibility of the department** to verify that the employee has returned all items by calling the offices listed and placing the initials of the person clearing the employee from obligation on the appropriate line. It is the responsibility of the separating employee to fulfill any outstanding obligations prior to their last day of work.
   3. Classified employees must provide **a minimum of two weeks** written notice for resignations, including resignations for the purpose of retirement. Use of accruals during the notice period is subject to management approval. The appointing authority for the classified service is the Assistant Vice President for Human Resources.
   4. Unclassified employees must provide a **minimum of 30 days** written notice for resignations, including resignations for the purpose of retirement. Use of accruals during the notice period is subject to management approval. The appointing authority for the unclassified service is the College President. Unclassified employees are encouraged to utilize the [Intent to Retire Form Letter](https://www.geneseo.edu/sites/default/files/sites/hr/Forms/Intent%20to%20Retire%20Form%20Letter.docx) to submit a letter of intent to resign for the purpose of resignation or retirement.
3. Procedure
   1. An employee submits a letter of resignation to his/her immediate supervisor (giving proper notice). Copies should be provided to the appropriate Cabinet-level Administrator and to Human Resources & Payroll Services. The letter shall be addressed to the appointing authority as indicated in the Classified/Unclassified section above.
   2. The supervisor completes the Geneseo Recommendation Form (GER) and routes to appropriate division for Cabinet-level Administrator signature. The GER form is then sent to the Human Resources & Payroll Services along with the employee’s resignation letter. Forms shall be submitted in accordance with Payroll Calendar.
   3. The supervisor consults with the employee to plan the transition of work, including prioritizing tasks and discussing open projects. The supervisor initiates the Separation Procedures and Sign-off form
   4. The employee will submit a written request to their supervisor if they wish to use or liquidate accruals during the notice period. Supervisors who receive a written request from employees to use or liquidate accruals must consult with the Timekeeper in the Payroll Office prior to responding to the request to ensure accruals are available for use.
   5. The employee and immediate supervisor complete the Separation Procedures and Sign-off form and forward it to Human Resources prior to the employee’s last day of work. The Employee Identification Card shall be attached to the Separation Procedures and Sign-off form.
   6. If an employee resigns without giving proper notice, the College may withhold payments for unused vacation leave.