

### **3.6 Separation of Employment**

Normally the last day worked is the separation date. Health care and other benefits provided by Heritage University end on the last day of the separation month. Some benefits may be continued or converted (such as COBRA health insurance benefits) on an individual basis. The Human Resources Director can provide contact information for conversion details for terminating employees. By 4:00 pm on the last day of work, the employee should submit final timesheets or Time and Accountability form to Payroll or to the Human Resources Office. A final paycheck will be mailed to the last address of record or deposited directly into the terminated employee's account.

At the time of separation, the employee must return all University property and must leave the University premises by the date specified. If the employee owes money to the University, Heritage University is authorized to hold accrued vacation pay to cover the obligation.

#### **Exit Interview**

An Exit Interview should be conducted by the Human Resources Office. In separating, employee's supervisor should ensure that an Exit Interview is scheduled prior to employee's departure.

#### **Resignation**

Resignation is voluntary relinquishment of employment by an employee. An employee should submit written notification of resignation a minimum of two weeks prior, or as required per contract, to their last day worked. Before leaving, the employee must return all University property including keys, I.D. cards, etc. Employees who resign for any reason are requested to give as much notice as possible.

#### **Retirement**

No staff member will be required to retire because of age. Employees planning retirement are encouraged to discuss their plans with their supervisor (department lead, VP, department chair, etc.) and the Human Resources Office well in advance of their planned retirement dates.

#### **Termination**

Heritage University encourages all supervisors to follow the progressive discipline process (see Section 8.4 Progressive Discipline and Section 8.5 Progressive Discipline Steps); however, there are certain offenses that warrant immediate termination. When notified of termination, the employee must return all University property and must leave the University premises by the date specified.

#### **Rehire after Termination**

Former employees who are terminated are generally not eligible for rehire. However, former employees who were terminated may request the Human Resources Director review the case and determine eligibility for rehire.

The Human Resources Director's decision will be rendered after a review of the employee's work records at the University and other information as deemed appropriate.