



Lehigh University Human Resources Policy

Policy Number:	308
Effective Date:	11/1/1989
Revisions:	12/1/2006
Applicability:	All Staff Members

LEAVING THE UNIVERSITY: POLICY AND PRACTICE POLICY

Purpose:

Policy and practices for leaving Lehigh

Policy:

The University's goal is to treat all employees with dignity and respect as they leave the institution regardless of the reason for separation. This policy describes procedures to ensure fair treatment and consistency across the University and to manage the separation process to maintain good will and good relationships.

Voluntary Separation

A voluntary separation is one that results when a staff members leaves a position on his or her own initiative, through resignation or retirement.

- [Leaving Lehigh: Resignation Policy](#)

Involuntary Separation

An involuntary separation is one initiated by the University and may result for a variety of reasons, including position elimination, job reduction, and discharge.

- [Work Force Reductions and Job Elimination Policy](#)
- [Leaving Lehigh: Quit Without Notice Policy](#)
- [Leaving Lehigh: Involuntary Discharge Policy](#)

HR Involvement

Should an employee resign, notify Human Resources immediately so a representative can schedule an exit interview and review benefits issues with the resigning employee. Should Lehigh University terminate an employee, consult with Human Resources before termination. It is in the best interests of the University that a Human Resources representative be present during the termination or meet immediately after with the terminated employee. At that time benefits, including unemployment

compensation (if applicable), can be discussed with the departing employee.

Procedures for Employee Separations

Upon termination of employment, the following steps must be taken:

- The supervisor is responsible for arranging payment of any monies due the employee for time worked or for benefits or allowances the employee may be owed.
- The employee is responsible for returning University property to the home department and paying any monies due the University.
- The Budget, Payroll, and Human Resources offices must be notified promptly in writing through the [Assignment/Appointment Request Form](#) and a letter of resignation or termination.
- For wage employees leaving the department, the supervisor should document the effective separation date and reason by completing the online [HR Notification of Termination Form](#).

Employees who resign, quit without notice, or are discharged will be paid on the next regular payday. Failure to notify Human Resources or Payroll of a termination, voluntary or involuntary, through normal channels may result in a violation of the *Federal Labor Standards Act* governing payroll procedures. It may also result in an erroneous overpayment to the employee.

After receiving the *Assignment/Appointment Request Form* and verifying the time sheet, Payroll will prepare the final paycheck and mail it to the employee's home address of record. The final check will include payment for time worked through the separation date.

Departing employees will be paid for any unused vacation time that accrued during the twelve-month period preceding the separation date. This payment is issued as a paper check (no direct deposit) on the next regular payroll cycle following the final paycheck and is mailed to the employee's home address of record. Standard tax deductions are applied.

Separation Information and Checklist

As part of the separation process, supervisors should review the [Separation Information Sheet](#) with the departing employee. This sheet contains information regarding employee responsibilities, benefits, payroll, and other separation issues.

Supervisors also need to complete a [Separation Plan Checklist](#) for each departing employee and retain in their files for one year to ensure consistency across campus.

Assignment/Appointment Request Form

The [Assignment/Appointment Request Form](#) is used as a “change document” whenever the status of a position changes (e.g., a position becomes vacant, becomes filled, is new created, or is eliminated). Budget, Payroll, and Human Resources cannot make any changes without proper authorization. It is the supervisor’s responsibility to initiate this process.

Exit Interview

Human Resources will schedule an exit interview prior to the last day of work. At this point, reason(s) for resignation/termination can be discussed, as well as any other questions or concerns pertaining to benefits or employment at Lehigh University.

References

Requests for employee references should be directed to HR. Due to laws governing individual privacy,

Human Resources will only confirm information concerning the position, start and end dates of employment at Lehigh, and the final salary unless specifically authorized in writing by the former employee to provide additional information.

- [*Request for Reference and Release*](#) authorization form

Post-Employment

Shortly after the employee's last day of work, his/her supervisor will receive a *Separation Report* from Human Resources to be completed and returned. The information reported provides data for reference checks and evaluates former employees for re-employment at Lehigh University in the future.

Keywords: Termination, Policy, Separation