



XAVIER UNIVERSITY

Separation of Employment

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. POLICY

Employees may voluntarily resign/retire in good standing by submitting a written letter of resignation/retirement to their supervisor at least two weeks in advance of the separation. Such written letter of resignation/retirement shall be a signed, dated statement indicating the desire to resign/retire and the effective date of separation.

Once the supervisor accepts the letter of resignation/retirement, it may not be revoked without permission from the supervisor.

B. PROCEDURE

The terminating employee provides a written letter of resignation/retirement to their supervisor.

The supervisor advises the Office of Human Resources by submitting the employee's letter of resignation/retirement.

The Office of Human Resources will schedule a voluntary exit interview with the terminating employee on or preceding their last day of work, with the exception of those employees who provide less than two weeks notice or those who are discharged by Xavier University. The purpose of the exit interview is to learn more about the employee's employment experience at Xavier University. Employees will be asked for their opinion of Xavier University, and any other information they would like to share about their employment.

The following areas should be covered at the Exit Interview:

1. Discuss clearly with the employee and obtain signature to establish and record:
 - a. Effective date of the termination, the final pay period and last day worked;
 - b. Termination of insurance;
 - c. Status of any other applicable benefits; and
 - d. Actions taken regarding retirement, if applicable.
2. Inform the employee about his or her final paycheck. Upon an employee's employment separation, the employee is entitled to pay for all hours actually worked, and accrued and unused vacation up to a maximum of 10 days.
3. Upon retirement, non-exempt employees receive 10% of their accumulated sick leave balance.
4. Conduct an overall evaluation of the reasons related to the termination and an indication of any corrective action necessary. Inquire into the employee's impressions of working conditions, supervision, advancement and training opportunities, opportunities for self-expression, and handling of problems or difficulties. The exit interview provides an excellent opportunity to see the organization from the employee's point of view. Relevant areas of discussion include:
 - a. Reason for leaving;
 - b. Working conditions;
 - c. Compensation/Benefits/COBRA;
 - d. Supervisor;
 - e. Training;

- f. Co-workers;
- g. Most and least liked aspect of employment at Xavier University;
- h. Changes needed;
- i. Problem areas; and
- j. Examples of support or non-support from Management.

A separation checklist needs to be completed for every employee prior to the effective date of separation. The checklist assures that employees turn in keys, parking pass, equipment and any other Xavier University property; that accrued vacation benefits are received and that insurance and retirement benefits are received, etc.

Upon separation of employment, all employees shall return all Xavier University property to Xavier University on or before the employee's last work day. Xavier reserves the right to withhold vacation payout until such property has been returned and all accounts have been settled.

Other applicable policies and/or resources:

Vacation