

Foundation's Termination Procedures

1. Purpose/Description

Faculty and staff who are separating employment from the CSUEB Foundation must complete the separation/clearance process by the last day of employment with the Foundation. An Employee Status Form is required for every separating employee to ensure that all obligations are met, including the return of Foundation property and final payment of wages.

All benefited employees will participate in an exit interview.

Employees providing **at least 72 hours advance notice** of their intent to resign or retire will receive their final paycheck on their last day of employment. Employees who resign or retire with no advance notice will be provided their final paycheck no later than 72 hours after their last day of employment.

2. Process

a. Department Responsibilities:

The appropriate administrator will:

- Contact Human Resources, 510-885-3501 as soon as the employee has provided notice of his/her intent to resign or retire.
- Submit a copy of the resignation letter to Human Resources as soon as it is received.
- Initiate an Employee Status Form.
- Submit an advance copy of the final **Time Report** to the Payroll Office.
- Revoke access to all computing resources by contacting the Foundation's IT department.
- Remind the employee that s/he will be asked to return the following items on or before their last day of work:
 - Foundation keys
 - Parking permit
 - Identification card
 - Foundation credit cards
 - Departmental property (e.g., computer equipment)

b. Employee Responsibilities:

The employee will:

- Provide as much advance notice as possible of his/her intent to separate from employment with the Foundation. Two weeks notice of resignation is considered appropriate whenever possible.

- Provide written notification of his/her intent to resign or retire to the manager/supervisor/department chair, with a copy sent directly to Human Resources.
- Submit a copy of the final Time Report to the department.
- Coordinate with the appropriate manager/supervisor to confirm that necessary department clearances have been made.
- Communicate with pertinent Foundation departments to arrange for the return of Foundation property, including keys, parking permit, credit cards, departmental property (e.g., computer equipment) and library materials.
- Schedule an exit interview with Human Resources, 510-885-3501. The exit interview will include the items listed below in C2.
- Ensure that all obligations are met.

c. Human Resources Responsibilities:

Upon notification of resignation or retirement, Human Resources will:

- Contact the employee to provide information regarding proper clearance procedures and to schedule an exit interview.
- Conduct an exit interview that includes the following:
 - Issue COBRA forms to allow employees enrolled in health, dental, and/or vision plans the opportunity to continue coverage.
 - Provide retirement plan information and forms.
 - Provide information regarding payment of final wages.
 - Review and complete the employee's clearance from the Foundation.
 - Provide an opportunity for the employee to communicate his/her views about the job, the department, and the Foundation.
 - Confirm the employee's current and forwarding mailing address.