**SUBJECT**: Separation from University Employment

**REFERENCES:** California State University, HR 2003-15

California State Administrative Manual, Section 8580.4: Employee Separations (Revised 06/05)

**APPROVED BY:** André Johnson, AVP/ Human Resources

**I. PURPOSE/DESCRIPTION**

Faculty and staff separating employment from CSUEB must complete the separation/clearance process on, or by the last day of employment with the University. A ***Separating Employee Clearance Form*** is required for every separating employee to ensure that all obligations are met, including the return of University property and final payment of wages.

Faculty members participating in the Faculty Early Retirement Program (FERP) and Lecturers whose appointments are continued from quarter to quarter do not normally go through clearance procedures until final separation from the University.

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. Employees who are separated from employment by the University will receive their final paycheck on their last day of employment.

**II. PROCESS**

**A. DEPARTMENT RESPONSIBILITIES**

The appropriate administrator will:

1. Contact Human Resources, 510-885-3634 as soon as the employee has provided notice of his/her intent to resign or retire.

2. Submit a copy of the resignation letter to Human Resources as soon as it is received.

3. Provide the employee with a copy of this document (*Guidelines for Separation from*

*Employment).*

4. Initiate an ***eSAF/eFAF***.

5. Verify that employee has entered leave time/hours and approve in PeopleSoft.

6. Revoke access to all computing resources by contacting the Campus Help Desk (ext. 5-

4357).

7. Remind the employee that he/she will be asked to return the following items on or before their last day of work:

• University keys

• University parking permit

• University Identification card

• Procurement cards

• Departmental property (e.g., computer equipment)

8. Complete the ***Separating Employee Clearance Form*** and ensure that all departmental obligations are met. The manager, may, at his/her discretion, also sign off on those items listed under ***Department Responsibilities*** on the Employee Clearance Form.

**B. EMPLOYEE RESPONSIBILITIES**

The employee will:

1. Provide as much advance notice as possible of his/her intent to separate from employment with the University. Two weeks’ notice of resignation is considered appropriate whenever possible, except for MPP positions.

2. 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.

3. Enter No Leave Taken, Leave, or Hours into PeopleSoft.

4. Complete the ***Separating Employee Clearance Form*** by the last day of employment with the University.

5. Coordinate with the appropriate manager/supervisor to confirm that necessary department clearances have been made.

6. Communicate with pertinent University departments to arrange for the return of University property, including keys, parking permit, procurement cards, departmental property (e.g., computer equipment) and library materials.

7. Cancel payroll deductions for parking in person at the Cashiers Office.

8. Schedule a separation interview with Human Resources, 510-885-3634. The separation interview will include the items listed below in C.2.

**C. HUMAN RESOURCES RESPONSIBILITIES**

Upon notification of resignation or retirement, Human Resources will:

1. Contact the employee to provide information regarding proper clearance procedures and to schedule an exit interview.

2. Conduct a separation 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 University.

• Provide an opportunity for the employee to communicate his/her views about the job, the department, and the University.

• Confirm the employee’s current and forwarding mailing address.

**III. RELATED FORMS AND INFORMATION**

Visit the Human Resources website to obtain a copy of the *Separating Employee Clearance Form or follow the link below.*

[Separating Employee Clearance Form](file:///S:\hr\Website\HR\Clearance%20Form%200118.pdf)