OLD DOMINION UNIVERSITY
University Policy

Policy #6060
SEPARATION PROCESS FOR FACULTY AND STAFF

Responsible Oversight Executive: Vice President for Human Resources
Date of Current Revision or Creation: October 2, 2009

A. PURPOSE

The purpose of this policy is to ensure the timely notification and processing of faculty and staff separations from employment.

B. AUTHORITY

Virginia Code Section 23-9.2:3, as amended, grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Department of Human Resource Management Policy #1.70 - Terminations/Separations from State Service

Department of Accounts' Commonwealth Accounts Policies and Procedures Manual #50320 Terminations

C. DEFINITIONS

Banner Administrative Information System **-** The term used to reference the SunGard information technology system, Banner® Digital Campus. Banner is the administrative software system used to manage student information, financial aid, finance, and human resources at Old Dominion University.

Classified Employee - A salaried employee whose terms and conditions of employment are subject to the Virginia Personnel Act, Code of Virginia Section 2.2-2900 et seq., as amended, and who is employed in a classified position.

Hiring Supervisor - The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate, and discipline employees.

Separation - Cessation of employment with Old Dominion University. Types of separation include, but are not limited to: voluntary resignation, retirement, discharge, involuntary termination, layoff, transfer to another state agency, or death while in service.

Web Time Entry (WTE) – A web-based system designed to enable employees to submit hours worked and leave information electronically, eliminating the paper submission of time slips, time and attendance forms, leave activity forms, and leave reports.

D. SCOPE

This policy applies to the following types of employees of the University and their supervisors: administrative and professional faculty, teaching and research faculty, and classified or wage staff. This policy does not apply to adjunct faculty or student employees.

E. POLICY STATEMENT

This policy provides specific procedures to be followed in order to ensure the timely processing of separations which:

- ensure accurate compensation computation and disbursement;
- facilitate the timely processing of final pay actions;
- protect and account for University property; and
- provide faculty and staff with an opportunity to exercise appropriate benefit options.

F. PROCEDURES

University hiring supervisors are responsible for immediately notifying the Department of Human Resources concerning the resignation or termination of faculty and staff. Notification to the Department of Human Resources must occur no later than one workday upon the hiring supervisor's receipt of this information.

An employee is responsible for providing advance notice and written notification of his/her intent to resign to his/her hiring supervisor as soon as the decision has been made to separate from University employment. The written notification should provide an explanation for the resignation and must state the effective date of separation, which is the last day the employee will work.

Reasonable advance notice of resignation for classified employees is at least two weeks or longer for professional level positions. As contractual employees, faculty members should make every effort to give the administration adequate time to find a replacement when they desire to leave Old Dominion University.

Upon being notified of an employee's intention to resign, the hiring supervisor shall request the written resignation. On the bottom of the document, the hiring supervisor should note the date the resignation was received, sign his/her name acknowledging receipt, and submit the document to the Department of Human Resources immediately. Hiring supervisors are also advised to telephone or email the Department of Human Resources, the Payroll Office, and the Office of Computing and Communications Services immediately once they are aware of an employee's intention to resign.

Hiring supervisors are also responsible for the following actions:

- certifying that all leave activity has been submitted via WTE to the Payroll Office;
- notifying the Payroll Office if the classified employee is in a time-loss status or has an annual leave balance of less than 40 hours;

- collecting University property (including, but not limited to: keys, cell phones, laptop computers , pagers, uniforms);
- referring departing faculty and staff to Department of Human Resources for benefits information;
- if applicable, ensuring that contractual obligations are fulfilled by the separating faculty member or reassigned as appropriate;
- notifying the Office of Computing and Communications Services to delete access to departmental and University systems, as appropriate;
- maintaining all departmental personnel and timekeeping records* for five years in a safe and confidential manner.

  *Timekeeping records prior to April, 2008 must be kept in hard copy for five years; timekeeping records after April, 2008 will be available in web time entry.

The Department of Human Resources will provide the hiring supervisor with an e-mail message confirming receipt of the separation notice and will provide the hiring supervisor with a check list to ensure that the hiring supervisor's responsibilities for the separation process are communicated and completed. The separating employee will be contacted by the Department of Human Resources to schedule an exit interview and to inform the employee about his/her responsibilities in completing the separation process. The Department of Human Resources is responsible for inactivating the employee's pay status in the Banner Administrative Information System upon notification of an employee's separation. The Department of Human Resources is also responsible for providing timely notification to the Payroll Office of separating employees.

The Payroll Office is responsible for processing final salary payments, processing final leave pay-outs, terminating direct deposits, and terminating employee records in the Banner Administrative Information System.

G. RESPONSIBLE OFFICER

Human Resources Operations Manager

H. RELATED INFORMATION

Department of Human Resources' Separation and Exit Interview Procedures
Department of Human Resources' Employee Separation Process template e-mail

POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

Responsible Officer Signature	Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks	July 7, 2009
Policy Review Committee (PRC), Chair Signature	Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Glenda Humphreys	October 1, 2009
Responsible Oversight Executive Signature	Date

Presidential Approval:

/s/ John R. Broderick	October 2, 2009
President	Date

Policy Revision Dates: July 1, 2001; August 22, 2003; October 2, 2009

Scheduled Review Date: October 2, 2014