VIRGINIA UNION UNIVERSITY

**EMPLOYEE SEPARATION FORM**

 **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Termination Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 I. **WORK STATION**: (Immediate Supervisor: secure keys, assigned equipment: laptop, tools;

check files; removal of all personal effects from assigned office.)

 APPROVAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 REMARKS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 II. **BUSINESS OFFICE:** (Accounting Supervisor: check to assure that all bills are paid, including

 any advances (travel or loans, petty cash) and return checks are paid to the University.)

 APPROVAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 III. **INFORMATION TECHNOLOGY**: Director, IT (check to assure that all computer equipment

 is returned to the University and all e-mails are deleted.)

 APPROVAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 IV**. LIBRARY**: (Librarian: check to assure that all books and equipment on loan are returned.)

 APPROVAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 V. **SECURITY:** (Chief of Security: check for outstanding violations; cancel parking decal and permits)

 APPROVAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 VI. **STUDENT ACCOUNTS**: (Bursar: Check for any outstanding debits owned to the University, i.e.,

 travel advances, tuition; traffic or parking violations, etc.)

 APPROVAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 VII. **HUMAN RESOURCES:** (Director of Human Resources: Administrator exit interview, counsel

 on benefits, check to see if there is any negative balance on Flex Plan; collect employee’s I.D.

 card, check clearance Form for completeness.

 APPROVAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 REMARKS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SEPARATING EMPLOYEE POLICY**

It is the policy of the University to require all separating employees to complete

 the exit interview process prior to picking up the final paycheck.

 The employee exit interview is a two-step process requiring the completion of the

 Employee Separation Form and an Exit Interview with the Director of Human Resources.

 The Employee Separation Form requires the separating employee to clear the

 following:

 1. **IMMEDIATE WORK STATION** – Clearing the immediate work station involves

 obtaining the signature of your immediate supervisor. The supervisor should secure

 University property including keys, equipment assigned, tools, etc. Check inventory to

 be sure that all office equipment is in tact, check to be sure all files are intact and personal

 affects are removed from the Office.

 2. **BUSINESS OFFICE –** Clearing the business office involves obtaining the signature of

 the Accounting Supervisor. The Accounting Supervisor will check to assure that all bills are

 paid, including any advances (travel or loans, petty cash) and return checks are paid.

 3. **INFORMATION TECHNOLOGY**: Clearing the Director of Information Technology

 involves obtaining the signature of the Director of the IT Department. The Director will

 check to assure that all computer equipment is returned and all e-mails are deleted.

 4. **LIBRARY**: Clearing the Library involves obtaining the signature of the Librarian. The

 Librarian will check to assure that all books and equipment on loan are returned.

 5. **SECURITY:** Clearing Security involves obtaining the signature of the Chief of Security

 who check for outstanding violations, cancel parking decals and permits.

 6. **STUDENT ACCOUNTS**: Clearing Students Accounts involves obtaining the signature

 of the Bursar who will check for any outstanding debits owned to the University, i.e., travel

 advances, tuition; traffic or parking violations, etc.)

 7. **HUMAN RESOURCES:** Clearing Human Resources involves making an appointment

 with the Human Resources Director for an exit interview. The Director will answer any

 questions regarding benefits and will check to see if there is any negative balance on Flex

 Plan; collect employee’s I.D. card and check the clearance form for completeness.

 **OVER**

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