



# University of New Haven

## *Human Resources Policy/Procedure*

<b>Policy / Procedure Title</b>	<b>Applicability / Scope</b>	<b>Purpose</b>	<b>Effective Date</b>	<b>Responsible Party</b>	<b>Pages</b>
Termination / Resignation Policy & Procedure	Supervisory Employees	Provide supervisory employees with the policy and procedure regarding exiting employees.	7/1/19	Vice President Human Resources	2

**Voluntary Termination/Resignation:** An employee separating from the University should typically provide at least two weeks' notice to their supervisor. When an employee resigns, the following actions should be taken by the Manager/Supervisor:

- Obtain a written resignation (email is acceptable) by the employee and forward to Human Resources,
- Forward authorized PDO to remove employee from the Payroll.
- Have a discussion with the employee to ensure that the employee understands that their last day of work cannot be extended with any accrued and unused paid time off.
- Collects all applicable University property such as I.D. card, purchasing card, cell phone, laptop or hand held device, keys, and uniforms and returns items to the appropriate departments.
- Notifies IT of the termination by completing a "**Terminated Employee Account Form**" which can be found by going to MyCharger/Employee Resources/Help Desk System/ Have a Problem Report it/Account Request Forms/Terminated Employees. You can also access the IT Help Desk by going through [supportservices.newhaven.edu](http://supportservices.newhaven.edu). Once this form is completed, IT can deactivate the employee's email account, voicemail, and computer access.

**Involuntary Termination:** Approves termination with next level of management and Human Resources. All involuntary terminations must be properly discussed and approved by the Human Resources Department. The Human Resources Department will ensure that the termination is appropriate and in conjunction with applicable laws, University policies, guidelines and contracts. The Human Resources Department will seek consultation with legal counsel if appropriate prior to the termination.

- In conjunction with Human Resources, conducts the termination meeting with the employee.
- Collects all applicable University property such as I.D. card, purchasing card, cell phone, laptop or hand held device, keys, and uniforms and returns items to the appropriate departments.
- Completes a PDO and forwards to Human Resources.

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*This document is a summary of a University policy, procedure and/or guideline. All policies, procedures and/or guidelines described herein may be modified or discontinued at any time, for any reason at the University's full and sole discretion. No policy, procedure and/or guideline should be construed as a contract or term or condition of employment between an employee and the University. This policy/procedure is not intended to alter or modify any of the terms of any collective bargaining agreement or the Faculty Handbook.*

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