

**Florida A & M University  
Office of Human Resources**

**HR OPERATING POLICY-PROCEDURE**

**Procedure No. HR – 9000**

<b>Subject: Separation from Employment</b>	
<b>Authority: FAMU Regulation 1.021</b>	<b>Effective Adopted Date: 02/01/2006</b>
<b>Revision(s)</b>	<b>06/27/1996; 02/01/2006; 3/30/2017</b>
<b>Related References</b>	
<b>Purpose</b>	To establish a procedure for employees separating from the University.
<b>Signature of Approving Authority</b>	

**1.0 General Information**

Separation of employment may be either voluntary or involuntary. Voluntary separations include resignations, quit without notice, medical necessity, and retirement. Involuntary separations include layoffs, completion of contract, discharge, and discharge for unsatisfactory job performance or misconduct. Employees voluntarily separating from the university should submit a minimum of two weeks notification.

All employees separating from employment with Florida Agricultural & Mechanical University (FAMU) must complete the exit process. They are required to return all university property issued to them during their tenure and to settle all outstanding accounts. FAMU reserves the right to offset any funds due the employees to compensate for unreturned property or unsettled accounts.

**2.0 Responsibilities**

*Employees* are responsible for providing proper notification when separating from the University.

*Supervisor, Deans* and *Directors* are responsible for providing proper notification to the Office of Human Resources of changes in employment status.

**3.0 Definitions**

A. Exit Process - A procedure established by the University for all employees separating from employment with the University. The procedure is also used to ensure that the employee has fulfilled all financial obligations to the University.

**4.0 Notice Requirements**

1. Employees who voluntarily terminate their employment should give at least a two-week notice.
2. Once the resignation has been accepted, supervisors are not required to allow an employee to rescind a resignation, whether it was given verbally or in writing.

3. With approval of Human Resources, supervisors may choose to have the employee leave immediately rather than continue working through the two-week notice period. In such cases, the employee will still be paid for that two-week period.
4. If an employee provides less notice than is required, the staff member may be deemed ineligible for rehire at the College.

## **5.0 Procedures**

1. The employee submits a letter of resignation to their immediate supervisor or appropriate authority.
2. Upon notification, the supervisor or appropriate authority should provide a copy of the letter to the Office of Human Resources.
3. The employee will need to contact a representative in Time & Labor Administration within the Office of Human Resources to schedule an exit interview. In addition, employee will need to schedule an appointment with Benefits.
4. During the exit interview, the employee will be received further information on the exit process and must complete Exit Survey packet. The employee must be cleared by each area listed on the Faculty/Staff Termination Clearance form prior to receiving payout.

## **6.0 Records**

All records and appropriate paperwork related to an employee's separation will be maintained in the Office of Human Resources.

FLORIDA A&M UNIVERSITY  
EXIT SURVEY

PART A  
BY EMPLOYEE

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Position Title \_\_\_\_\_ College/School/Department \_\_\_\_\_  
Last Work Day \_\_\_\_\_ Current Bi-weekly Salary \_\_\_\_\_  
Future Mailing Address \_\_\_\_\_ Telephone Number \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECK REASON FOR RESIGNATION/TERMINATION:**

- Retirement       Marriage       Health Reasons  
 School       Disability       Wage Dissatisfaction  
 Work Dissatisfaction       Change in Residence       Accepted Other Employment  
 Person Reasons       Military Service       Laid Off (insufficient work or funds- specify below)  
 Other -Specify below

Are you currently filing Financial Disclosure?      \_\_\_\_\_ Yes      \_\_\_\_\_ No  
(If yes, please complete the Final Statement of Financial Interests Forms)

Is this termination of employment voluntary on your part?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Give complete details explaining why you are leaving employment with Florida A&M University.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECK CORRECT BLOCK**

Terminating with the State of Florida?      \_\_\_\_\_ Yes      \_\_\_\_\_ No  
Transferring to another State Agency?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

\_\_\_\_\_  
Employee's Signature      Date

Comments of Personnel Interviewer: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Interviewer's Signature      Date

- Check here if employee was unavailable for signature.  
 Check here if employee was discharged for misconduct.

FLORIDA A&M UNIVERSITY  
EXIT SURVEY

PART B

By President, Vice President, Dean, Director,  
Division Director, or Area Chairperson (as appropriate)

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Last Work Day

How satisfied are you with the present job performance of this employee?

- ( ) Well satisfied with employee
- ( ) Generally satisfied with employee
- ( ) Somewhat disappointed with employee
- ( ) Very disappointed with employee

Recommended for re-employment? \_\_\_\_ Yes \_\_\_\_ No

If No, specify reasons below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**FLORIDA A&M UNIVERSITY**  
**FACULTY/STAFF TERMINATION CLEARANCE FORM**

Employee's Name	Soc. Sec.#	Termination Date
College/School/Department	Supervisor's Name	

**General Instructions**

Please call each area listed below and ask for the individual responsible for clearing a terminating employee.

<u>AREA TO CLEAR</u>	<u>CLEARED- YES OR NO</u>	<u>DATE CLEARED</u>	<u>NAME OR PERSON GIVING CLEARANCE</u>
Library – Circulation (Ext. 3376)	_____	_____	_____
Administrative Parking (Ext. 2205)	_____	_____	_____
Business Services (Ext. 3090) (Amer. Exp. Corporate Card)	_____	_____	_____
Controller's Office-Student Accounts (Ext. 5030)	_____	_____	_____
Property (Applies to Accountable Officers Only Ext. 3678)	_____	_____	_____
Individual's Supervisor (Department's equipment)	_____	_____	_____
School/College/Department (Personal Computer, Cell Phones, Pagers)	_____	_____	_____
Office of Planning & Analysis (Cancellation of any assigned computer log on I.D. numbers/passwords Ext. 3560)	_____	_____	_____
Key Bank – POM (Ext. 2834)	_____	_____	_____
ERP Security (412-7973)	_____	_____	_____
Postal Services (Ext. 3027)	_____	_____	_____

**NOTE:** If individual has items signed out, he/she will not be cleared until items are returned and department responsible for clearance has signed form or contacted individual's department giving date cleared. This form is to be returned to the Personnel Office, 211 Foote-Hilyer Administration Center.