

**SUBJECT: SEPARATION FROM EMPLOYMENT -  
RESIGNATION & RETIREMENT**  
**DATE: March 2007**

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## I. PURPOSE / DESCRIPTION

Faculty and staff who are separating employment from SJSU must complete the separation/clearance process by the last day of employment with the University. An *Employee Clearance Form* is required for every separating employee to insure 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 semester to semester 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.

## II. PROCESS

### A. Department Responsibility

The appropriate administrator will:

1. Contact Personnel Services in Human Resources, 408-924-2250, as soon as an employee has provided notice of his/her intent to resign or retire.
2. Submit a copy of the resignation letter to Personnel Services in Human Resources as soon as it is received.
3. Provide the employee with a copy of these *Guidelines for Separation from Employment*.
4. Post and approve the separating employee's absences in Absence Management.
5. If separating employee has any direct reports for absence management purposes, submit a completed [position management action form](#) to



designate a “new reports to” and send the form directly to Equal Opportunity and Workforce Planning in Human Resources.

6. Initiate an *Employee Profile* and submit to Personnel Services in Human Resources.

In the “Comments” section of the *Employee Profile*, include the following information:

- First Day of Separation Status/First Day of Retirement: List the first day that the employee will be separated from the University.
  - Last Day Physically Worked: List the last day that the employee actually worked.
7. Revoke access to all computing resources by contacting the CMS Help Desk, 408-924-1530.
  8. Initiate the *Employee Clearance Form* and insure that all department obligations are met before the employee’s exit interview. If there are no outstanding items in the Library, Lock shop, or UPD, the manager may, at his/her discretion, also sign off on those items on the *Employee Clearance Form*.

## **B. Employee Responsibility**

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 the Personnel Services Unit in Human Resources.
3. Post remaining absences in Absence Management submit for manager approval.
4. Complete an *Employee Clearance Form* by the last day of employment with the University.



- a. Coordinate with the appropriate manager/supervisor to confirm that necessary department clearances have been made.
  - b. Communicate with pertinent University departments to arrange for the return of University property, including keys and library materials.
  - c. Cancel payroll deductions for parking in person at the Traffic and Parking Office.
5. Schedule an exit interview with the appropriate Personnel Services Representative in Human Resources (408-924-2250). The exit interview will include the items listed below in C.2.
  6. Insure that all obligations are met before the exit interview with Personnel Services.

**C. Human Resources Responsibility**

Upon notification of resignation or retirement, Personnel Services will:

1. Process the employee profile and final payment.
2. Contact the employee or manager to provide information regarding proper clearance procedures and to schedule an exit interview.
3. Conduct an exit interview that includes the following:
  - 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. Attachments**  
*Employee Clearance Form*