

Policy Title:

**Employment Separation Policy**

Purpose:

The purpose of this policy is to define employee separation procedures when an employee leaves SUNY Cortland. This policy also serves to safeguard the interests of the College and the employee upon separation from employment.

Definition:

This policy includes all resigning full-time and part-time employees, excluding adjunct/contingent faculty.

*\*Adjunct staff will be included in a separate policy.*

Notice Requirements:

All employees whose intent is to resign, including the intent to resign for retirement purposes, must provide **written\* notice** as follows:

- **Classified Staff** – provide at least a two-week notice addressed to Mary Saracene, Assistant Director for Benefits and Classified Employment, Human Resources, Miller Building, Room 301 and a copy to the immediate supervisor..

If an employee resigns without giving a two-week written notice prior to the last day of work, it is within the discretion of the President or designee to withhold payment for accrued and unused vacation leave in accordance with Section 23.1 of the NYS Department of Civil Service Attendance and Leave Manual.

- **Unclassified Faculty and Staff** - provide a minimum of 30 days' written notice for resignations (including resignations for the purpose of retirement) addressed to Erik Bitterbaum, President, Miller Building, Room 408, and a copy to the immediate supervisor.

If an employee resigns without giving the full 30 days' notice, it is within the discretion of the President or designee to withhold from such employee's final check an amount equal to the employee's daily rate of pay for each day less than the required 30 days.

All resignations from employment are irrevocable. Please be sure to carefully consider all relevant facts and dates surrounding your resignation prior to submitting your notice.

**\*Hard copy written notice is preferred, but an email is also acceptable. Under certain situations a verbal resignation will be accepted and confirmed.**

### **Work Obligation and Use of Accruals During Notice Period:**

The College expects that a resigning employee will continue to work through their notice period to ensure a smooth transition out of their office/department and the College. In preparing for resignation, the employee should discuss any planned use of accruals **prior to formally submitting the notice of resignation.**

An employee may request to use accumulated accruals during their notice period, however, accruals should not be used to cover the full notice period, or major fraction thereof and **the use of accruals are subject to prior approval by management.**

### **Lump-Sum Payment of Accruals**

Upon separation from State service, employees may be reimbursed for up to a maximum of 30 days (or equivalent number of hours for classified staff) of unused accrued vacation credits and part-time employees have a pro-rated maximum amount that may be reimbursed. Unused sick leave, holidays, and personal leave balances are forfeited upon separation but are re-instated if the employee returns to State employment within one year.

### **Liquidation of Accruals During Notice Period:**

The College will not routinely approve the use of accrued leave credits during an employee's notice period, or to extend an employee's last day in pay status beyond the number of days/hours of leave accruals that would be forfeited if not used. Exceptions may be made under certain circumstances subject to the review and approval of Human Resources.

**Example:** If an employee, who is resigning has 35 days of vacation accruals; subject to operational need, the College will not routinely deny the request for use of the five days needed to get the balance down to 30, which will then be paid out upon separation.

### **Employee Responsibilities:**

When an employee leaves the College, there will be much to address in concluding the employment relationship. This includes the employees obligation to return all College and/or grant-sponsored supplies/property assigned to them.

The Employee Separation Checklist will guide employees through the SUNY Cortland separation process. Upon completion, this form should be signed and forwarded accordingly. *(items on the checklist may not apply to all employees)*

*\*Keep a copy for your records.*

*\*The College is not responsible for personal belongings left behind by an employee who has separated from College employment.*

Supervisor/Chair Responsibilities:

When an employee leaves employment with SUNY Cortland, it is the responsibility of the supervisor to help guide employees leaving their office/department to ensure a smooth end-of-employment transition.

The Supervisor Employee Separation Checklist should be completed and will provide guidance to the supervisor for managing the employee's separation from employment with the College. *(items on the checklist may not apply to all employees)*

*\*Keep a copy for your records*

This policy serves as a comprehensive guide for employees separating from SUNY Cortland. An individual whose employment with the College ends, but who does not follow the employment separation process and/or return College or grant sponsored property in accordance with this policy may be subject to the following:

1. The College may discontinue retiree or emeritus privileges, until any discrepancies have been resolved.
2. The College reserves the ability to cancel an employee's direct deposit and issue a check, with the purpose of communicating with the employee the obligation to return any outstanding College/grant sponsored property when the employee picks up their last paycheck.
3. The College has always reserved the right and will continue to commence the collection process in the event an employee who has left employment, neglects to return assigned College/grant sponsored assets to their respective office/department they are obligated for return.