

Valparaiso University
Employee Separation Procedure
Department Instructions

Department Responsibility:

It is the responsibility of the college dean or department management to insure that the following separation process is administered for all employees leaving the University. The "checklist" form (see reverse side) must be completed and all required actions documented accordingly. This procedure and checklist is intended to address most actions and activities associated with the types of employee separations listed below. These procedures are not intended to be all-inclusive, however, and departments are asked to use discretion (and compassion in the event of an employee death) to ensure that appropriate notification is made and University property is recovered.

1. The terminating employee should be instructed to contact the Benefits Administrator (464-5338) to arrange for an appointment and/or benefits counseling. In cases involving an employee's death, the department should notify the Benefits Administrator. The terminating employee should be instructed to contact the Human Resources office (464-5335) to arrange an appointment to participate in the confidential exit interview
2. Notify Payroll (464-5797) of a salaried employee's last day worked and inform payroll of the number of vacation days the employee has remaining.
3. Collect University property.

<u>Item</u>	<u>Disposition</u>
▪ University Identification	Send to VUPD
▪ Parking Pass	Remove from windshield
▪ University Credit Cards	Return to Purchasing (464-5225)
▪ Computer Loan	Contact Finance Office - (464-5222)
▪ University property	Remains property of the department
▪ Office keys	Contact PPS (464-5132)
▪ Art works	Contact Friends of Art
▪ Library materials	Contact the Library
▪ Lockers	Athletics-Recreation Center
▪ Courtesy card	Return to Human Resources
▪ Uniforms	Remains property of the department

This applies to all employees except in the event of an employee death. The department should work compassionately with family members to recover University property and return personal belongings.

4. Advise employee to submit any outstanding expense accounts (audit and approve). Once again, if the employee has died while actively employed, assist the family members in this regard.
5. There are numerous types of University communications systems and devices in use by employees. The department must determine what access the employee was issued and proceed accordingly.

<u>Item</u>	<u>Disposition</u>
▪ Voice mail	Contact EIS to cancel access (464-5678)
▪ E-mail	Contact EIS to cancel access (464-5678)
▪ Network or System Access	Contact EIS to cancel access (464-5678)
▪ Pagers, cell phone & radios	Department must recover items

6. If appropriate, have employee (or family member) empty desk or locker and remove personal belongings. Verify what employee intends to remove from the department.
7. Complete Termination Notice and send along with the department file to Human Resources. Include effective date of separation, last day worked, reason for separation, date and sign form.

Valparaiso University
Employee Separation Procedure CHECKLIST
(See *instructions on reverse side*)

Department Responsibility:

The department dean or department management will ensure the following checklist is administered for employees separating from employment with the University. You may place a checkmark in the () to track your progress.

1. () Benefits exit interview is scheduled with: _____ Date: _____
2. () Payroll advised of the employee's last day of employment and number of vacation days.
3. () University property has been recovered and distributed in accordance with the directions provided. No. 3 of the instructions. (See reverse side.)
4. () Employee does, () does NOT have outstanding company expenses. If YES, reimbursement has been processed and approved.
5. () Communication, network and system access, e-mail and voice mail have been canceled unless an exception exists.
6. () Personal property has been removed from the department.
7. () Termination notice has been completed and sent to Human Resources.
8. () Department file has been sent to Human Resources.
9. () Exit interview with Human Resources scheduled for employee with:
_____ Date: _____

Department Representative completing this form:

Name: _____ Phone: _____ Date _____
(Send this completed form along with the employee's department file to H.R.)

Valparaiso University Confidential Exit Interview Summary

Name: _____ Title: _____

Department: _____ Division: _____

Hire Date: _____ Last Day Worked: _____

If Other Employment has been secured:

New Employer: _____

New Position: _____

Did Employee Seek It? _____ Or Were They Recruited? _____

Compensation package: _____

Reason for Leaving: _____

Could the University have done anything to change the employee's decision? _____

Did any of the following contribute to the decision to leave the University?

Geographic location of the University:	Yes	No
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Midwest	___	___
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Northwest Indiana	___	___
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Valparaiso	___	___
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University	Yes	No
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Image	___	___
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Performance Standards	___	___
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Changes	___	___
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Department	Yes	No
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Image	___	___
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Changes	___	___
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Rules	___	___
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Management	___	___
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Co-Workers	___	___
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Working Conditions	Yes	No
Hours	___	___
Work space	___	___
Equipment or Materials	___	___
Other	___	___

Job:	Yes	No
Work Assignments	___	___
Title	___	___
Training	___	___
Performance feedback	___	___
Other	___	___

Compensation:	Yes	No
Pay	___	___
Bonus	___	___
Benefits	___	___
Other	___	___

Career:	Yes	No
Interests	___	___
Progression to date	___	___
Future Opportunities	___	___

Would You Recommend Others to Work Here? Why or Why Not?

Any Additional Comments: _____

Interviewer _____

Date _____