

Employee Separation Procedures

PURPOSE

The purpose of this procedure is to provide step-by-step instructions or guidelines for the separation of faculty and staff from employment at the Office of the Vice President for Research.

PROCEDURES

I. Resignation

- Employees who resign from the Office of the Vice President for Research are expected to provide written notification to their supervisors. Employees are expected to provide a two week notice of separation at a minimum.

II. Notification

- Supervisors are expected to contact Office of Research Human Resources (OVPR-HR) via email (ovpr-hr@vt.edu) immediately upon receiving a notice of separation or learning of an upcoming separation. Please forward
 - An attachment of the official resignation letter or e-mail
 - Confirmation of the official resignation date
- Once the separation is processed in Banner, OVPR-HR will notify the department.

III. Responsibilities of the Department

The department should make every effort to secure the following items and return them accordingly to appropriate office(s).

- If possible, include the mailing address on the *Separation Notice*.
- Promptly enter the employee's last *Leave Report* **no later than 3 days after the separation effective date**. Managers should consider the impact of possible leave payments on the departmental budget.
- Return the University Identification Card to the *Hokie Passport Office*.
- Obtain any keys and all property/equipment belonging to the university.
- Return the *Purchasing Card* to the Controller's Office and remind employee to return the Travel Card (if applicable) to the Controller's Office.
- Return the *Parking Permit* to Parking Services Office.
- Direct the employee to transfer essential computer files and software to the appropriate UserID and to delete personal files.
- Notify appropriate administrative offices to **delete separating employee from signature authority**, if applicable (i.e., Human Resources, Purchasing, Accounting, etc.).
- University's Human Resources Office automatically deletes computer authorizations of the employee upon receipt of the Banner Separation Notice. If there is an immediate need to withdraw computer access, send an email note to ovprsupport@vt.edu.
- If the separating employee is working in a laboratory, direct the employee to clean out any laboratory or chemical storage areas and contact *Environmental Health and Safety Services* for removal of any hazardous waste or excess chemicals.

IV. Responsibilities of the Employee

- Contact university's *Human Resources Office* concerning final payments including leave payments, continuation of benefits, health insurance, etc. by calling (540) 231-9331.
- Contact *Payroll Office* to settle outstanding fines, loans or other payments.
- Submit your leave report before departure. **This will trigger your final payment.**

V. Responsibilities of the OVPR-IT Department

- Suspend or remove access to systems and applications.
 - Computing Services systems and applications
 - Department/VP specific systems or non-campus systems and applications
- Revoke physical access to secure facilities and retrieves keys and/or access cards.
- Retrieve computing software/hardware from the employee.