

PURPOSE: TO OUTLINE THE GENERAL SEPARATION PROCEDURES APPLICABLE TO EMPLOYEES WHO LEAVE THEIR JOBS THROUGH RESIGNATION, RETIREMENT, LAYOFF, OR TERMINATION.

A. STAFF RESIGNATIONS

1. Staff employees may resign by submitting their resignation, in writing, to their supervisor, and to the Office of Human Resources. For resignation in good standing, the minimum desired notice is two weeks. However, a shorter time period may be agreed upon between the supervisor and employee. A two-week notice means that a resigning employee must work two consecutive weeks after submitting their resignation (using no vacation days).
2. Supervisors who receive notice of a worker's intent to resign must schedule an exit interview for the departing worker with the Director of Human Resources. Normally, this interview should be held on the employee's last day of work. The purpose of the exit interview is to obtain the employee's opinions about, and suggestions for improvements in, specific or general policies or practices of Brenau. Exit interviews also clarify unused vacation pay and final payroll check, keys, credit cards to be returned, COBRA benefits, retirement account rollovers, etc.
3. Workers who have resigned their positions and wish to be considered for re-employment will be treated as any other applicant for jobs for which they are qualified, provided that they maintained satisfactory performance and attendance records in their previous period of employment with Brenau.
4. Employees who resign and comply with the advance notice requirements, unless waived by the immediate supervisor and the HR Director, will be paid for the number of earned and unused vacation days since July 1 of that fiscal year. If an employee has used all the days earned between July 1 and the separation date, there will be no compensation for vacation (effective 07/01/10). Only those vacation hours earned as of the separation date will be paid; hours yet to be earned throughout the remainder of the fiscal year are forfeited.
5. An employee who takes maternity/paternity leave and does not return to work after the maternity/paternity leave period ends forfeits any accrued vacation time.

B. FACULTY RESIGNATIONS

1. When the Office of the Provost & Vice President for Academic Affairs receives notice of an employee's intent to resign, he/she should notify the Office of Human Resources. The Director of Human Resources will schedule an exit interview with the employee. Normally, this interview should be held on the employee's last day of work. The purpose of the exit interview is to obtain the employee's opinions about, and suggestions for improvements in, specific or general policies or practices of Brenau. Exit interviews also clarify unused vacation pay (if applicable) and final payroll check, keys, credit cards to be returned, COBRA benefits, retirement account rollovers, etc. The immediate supervisor is responsible for confirming with the employee that he/she will attend the exit interview with the Director of Human Resources.
2. A faculty member may resign and be relieved of the contractual services provided in this agreement if agreed to by the President of Brenau. If the faculty member should leave

Brenau prior to the end of an academic year, before his/her resignation is accepted, Brenau may withhold any deferred compensation due faculty member and apply such to any expense incurred by Brenau in obtaining a suitable replacement.

3. Brenau University or a faculty member may terminate the contract should the faculty member become medically unable to perform the contracted duties or for such other good cause as specified in 3-12 #5: Termination of Contract of these Guidelines.
4. Vacation upon separation (if applicable): Employees who resign and comply with the advance notice requirements, unless waived by the immediate supervisor and the HR Director, will be paid for the number of earned and unused vacation days since July 1 of that fiscal year. If an employee has used all the days earned between July 1 and the separation date, there will be no compensation for vacation (effective 07/01/10). Only those vacation hours earned as of the separation date will be paid; hours yet to be earned throughout the remainder of the fiscal year are forfeited.

C. STAFF LAYOFF (Work Force Reduction)

Brenau does not generally employ layoffs as a termination procedure, but may do so in cases of financial exigency. If employees wish to be considered for re-employment, they will be treated as other applicants for jobs for which they are qualified, provided that they maintained satisfactory performance and attendance records in their previous period of employment with Brenau. As a general policy, Brenau provides the equivalent of two-weeks severance pay to employees who separate from service due to a layoff or position elimination.

D. STAFF & FACULTY RETIREMENT

1. Any employee of Brenau may retire at any time subject to the provisions and/or conditions of the Federal Social Security Act and the retirement program of which he or she is a member.
2. The Age Discrimination in Employment Act prohibits a mandatory age-based retirement policy.

E. STAFF TERMINATION OR SUSPENSION

Termination or suspension of staff employees may be effected by the immediate supervisor if an employee's performance of duty or personal conduct is unsatisfactory. The supervisor must submit the "Request to Terminate or Suspend" form with their vice president's approval to the Office of Human Resources prior to meeting with the employee. As a rule, and unless exceptional circumstances require otherwise, the procedure to be followed will be in accordance with Guideline: 3-02.

As a general policy, Brenau provides the equivalent of two weeks severance pay to employees whose employment is terminated because of layoff or inability to perform their job. Severance pay will not normally apply in cases of discharge for misconduct or exceptionally poor performance.

An individual separating from the University is responsible for returning all University property including, but not limited to: library materials, keys, identification card, uniforms, and other University property to his/her immediate supervisor upon leaving campus. Exceptions may apply to retiring employees.

F. FACULTY TERMINATION OR SUSPENSION

Refer to FSG 3-02: Faculty Appointments and Contracts.

G. BENEFITS UPON DEPARTURE FROM THE UNIVERSITY

When an employee is separating from Brenau, benefits will terminate as follows:

1. Medical and dental: The last day of the month in which they leave and/or are paid.
2. Employer-paid Life Insurance: The employee's last working day/contract date.
3. Contributions to Brenau's retirement fund: The last paycheck the employee receives.
4. Access to Brenau's e-mail account, BlackBoard, CampusWeb, e2Campus and similar accounts: The employee's last working day/contract date.
5. Any and all Brenau equipment (laptop, keys, credit cards, uniform, cell phone, etc.) should be returned prior to the last day of employment, (unless otherwise noted on exit paperwork given by the HR office).

More detailed information on each benefit will be given at the scheduled exit interview. Exceptions may be made as appropriate if authorized by the Director of Human Resources; with direction from the Senior VP for Administration/CFO.