

Separation from Employment

Summary/Purpose: Guidelines and procedures are given to use when an employee intends to resign his/her position.

A non-contractual employee who intends to resign his/her position is expected to discuss the matter frankly with the department head as far in advance as possible of the date he/she contemplates leaving. The department head will see that the matter is handled in good faith and in the best interest of all concerned. The employee, when resigning voluntarily, should give one month's notice in writing to the employer. A copy of this notice should be mailed to the Director of Human Resources. In turn, the University will give one month's notice to the employee unless the employee is terminated for cause. Conditions for those under formal contract are written in the document itself.