

## EMPLOYEE SEPARATIONS

### Section: Human Resources

**Policy:** University Housing follows the University of Georgia (UGA) [End of Employment Issues policy](#). Employees who resign, retire, transfer or whose employment is terminated must follow procedures to properly end their employment.

**Purpose:** This policy ensures an efficient separation process, which supports the provision of complete information to the separating employee, accurate compensation and security of supplies and information for University Housing.

**Scope:** This policy applies to all University Housing staff members.

### Procedure:

- I. All staff
  - A. Employees resigning should notify their supervisor as soon as possible.
    1. For involuntary separations (including student staff), supervisor should contact the human resources (HR) senior manager/designee before an employee is separated. A separation letter must be prepared and presented to the employee prior to separation.
    2. For voluntary separations (excluding student staff), supervisors should inform the HR senior manager immediately when learning of an employee resignation, retirement or transfer.
  - B. Supervisor's respective directors will be notified of all untimely reported changes in employment.
  - C. Separation checklists must be completed for all employee separations. Supervisors will assist their separating staff member through the exiting process using the separation checklist. Separation checklists can be found on the staff login section of the housing website under Forms/Human Resources (and with this policy).
    1. Supervisors of classified staff (monthly and hourly full time staff): Complete the Classified Staff Separation Checklist
    2. Supervisors of monthly student staff and hourly student/temporary staff: Complete the Separation Checklist for Student Temporary Staff
  - D. UGA's University Human Resources will provide or mail a separation notice to all separating employees. HBHR will also provide information on the Teachers Retirement System (TRS) Application for Refund of Contributions, TRS 30-day Waiver as well as a Consolidated Omnibus Budget Reconciliation Act (COBRA) notification. Temporary employees will receive a flier describing how to obtain a refund of Georgia Defined Contribution Plan (GDGP) contributions.
  - E. The completed separation checklist and UGA identification badge will be forwarded to the HBHR for retention following Board of Regents guidelines. Retiring employees may keep their UGA identification badge if they so wish.

- F. All information must be submitted to the HBHR within five business days from the date of separation.
- II. Additional steps for monthly and salaried staff
- A. When an employee resigns, they should submit a resignation in writing to the immediate supervisor in a timely manner.
    - 1. The immediate supervisor must acknowledge receipt of the resignation letter by officially writing to accept the resignation (please contact the HR senior manager/designee if assistance is needed).
    - 2. A copy of both resignation and acknowledgement must be submitted to the HBHR.
  - B. Retiring employees should contact Central Human Resources as early as possible to complete retirement forms or at least 90 days prior to retirement.
  - C. Employees who are separating from UGA will be paid any outstanding comp time and annual leave hours. The payout will occur the next pay period after separation.
  - D. If an overpayment should occur for a monthly employee separation due to untimely notification to HBHR, HBHR will work with UGA Payroll to collect any resulting overpayments and respective supervisors and directors will be notified. For separated monthly employees who do not remit overpayments in the deadline assigned by UGA, the balance will be sent to collections.
- III. Additional steps for student/temporary staff
- A. Before a temporary employee is separated involuntarily, supervisors must contact the HR senior manager/designee prior to letting the employee go.
  - B. Supervisors should ensure that all student employee staff transfers and separations are entered in StarRez immediately.
  - C. If an overpayment should occur for a monthly student employee separation due to untimely notification to HBHR, HBHR will work with UGA Payroll to collect any resulting overpayments and respective supervisors and directors will be notified. For separated student employees who do not remit overpayments in the deadline assigned by UGA, a hold will be placed on the student's account and the balance will be sent to collections.

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