EMPLOYEE SEPARATIONS

Section: Human Resources

Policy: University Housing follows the University of Georgia (UGA) End of Employment Issues policy (http://policies.uga.edu/FA/nodes/view/1152/End-of-Employment-Issues). 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 including all staff (monthly, salaried, temporary and student staff).

Procedure:
I. All staff
   A. Employees resigning should notify their supervisor as soon as possible.
      1. For involuntary separations (including student staff), please contact the human resources (HR) 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 Housing Business and Human Relations (HBHR) 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 salary 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. HBHR will provide or mail a separation notice to the separating employee. 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 Separation Notice and a flier describing how to obtain a refund of Georgia Defined Contribution Plan (GDCP) contributions.
   E. The completed separation checklist and housing identification badge will be forwarded to the HBHR for retention following Board of Regents guidelines. 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, he/she 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 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 be included in the final pay.
   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/summer employee is separated involuntarily, please
      contact the HR manager/designee prior to letting go the employee.
   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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