



HUMAN RESOURCES

## Departing Employee Checklist

Below is a set of steps/activities that are required for or associated with the ending of a person's employment at Marshall University as by resignation or retirement, etc. Some of the items in Departing Employee Information are done by the departing employee and other items are completed by Human Resources or the employee's department. The list below can be followed in order to properly complete the withdrawal from active employment status.

**PLEASE NOTE:** Terminating Faculty have several steps that apply only to them as faculty. Please see the section below titled "Faculty Only Responsibilities" for the additional steps/procedures.

### All Departing Employee Responsibilities

|                          |  |   |
|--------------------------|--|---|
| <input type="checkbox"/> | <b>Letter of Resignation</b>           | Employee must submit a letter of resignation to their department. The department must forward a copy to Human Resource Services as soon as possible.  |
| <input type="checkbox"/> | <b>Benefits De-Enrollment</b>          | Persons resigning or retiring from the University should contact Human Resource Services at 304.696.6455 or by e-mail to <a href="mailto:human-resources@marshall.edu">human-resources@marshall.edu</a> as soon as possible to schedule a benefits de-enrollment meeting. |
| <input type="checkbox"/> | <b>Annual Leave Decision</b>           | If an employee accrues leave, the employee must meet with Human Resource Services to determine if they wish to receive a lump-sum payout or remain on payroll until the leave is exhausted.   |
| <input type="checkbox"/> | <b>Information Technology</b>          | Please notify Computing Services that you are departing so they can deactivate your accounts.   |
| <input type="checkbox"/> | <b>Keys Returned</b>                   | Keys should be returned to their supervisor on their last day of work.  |
| <input type="checkbox"/> | <b>Campus ID Returned</b>              | Campus ID Card should be returned to Human Resource Services.   |
| <input type="checkbox"/> | <b>WV State Purchase Card Returned</b> | State Purchase card should be returned, if applicable.  |
| <input type="checkbox"/> | <b>Parking Permit</b>                  | The employee should notify the Public Safety Office of the department date, Public Safety may require the parking permit to be turned in prior to the departure date.   |
| <input type="checkbox"/> | <b>Personal Property</b>               | The employee should make arrangements to remove any personal property.  |
| <input type="checkbox"/> | <b>Library Materials</b>               | The employee should make arrangements to return any materials or settle any overdue fines prior to last day.  |

|                          |  |  |
|--------------------------|--|--|
| <input type="checkbox"/> | <b>Notification of Change in Address</b> | The Payroll Office will send out the W-2s for all employees in January. A new address, if applicable, will need to be updated to ensure that you received this for your taxes.   |
| <input type="checkbox"/> | <b>Complete the Employee Exit Survey</b> | Please complete the exit survey so that we can obtain feedback from you after on how we can make MU better for our employees.<br><a href="https://www.marshall.edu/human-resources/employee-satisfaction-surveys/">https://www.marshall.edu/human-resources/employee-satisfaction-surveys/</a> |

## **Faculty Only Responsibilities**

Faculty may terminate from the University in one of the following ways: Retirement, Resignation, Terminal Appointment/Non-Retention of Probationary Faculty, Term or Temporary Faculty/Non-Reappointment, and Financial Exigency or Termination of Program.

### **Retiring Faculty**

|                          |  |  |
|--------------------------|--|--|
|                          | <b>Letter of Retirement</b>                              | Official letter that indicates retirement with effective date.   |
| <input type="checkbox"/> | <b>Commencement Program and Retiring Faculty Program</b> | Faculty who wish their names to be listed at the Spring General Faculty Meeting must submit their letter to Academic Affairs no later than March 15. |
| <input type="checkbox"/> | <b>Emeritus Status</b>                                   | Must be requested through the Dean of your college.  |
| <input type="checkbox"/> | <b>Phased Retirement</b>                                 | If this option is chosen, the employee must be complete the Application for the Phased Retirement Program.   |

### **Resigning Faculty**

|                          |                              |   |
|--------------------------|------------------------------|---|
| <input type="checkbox"/> | <b>Letter of Resignation</b> | Official letter that indicates resignation with effective date. |
|--------------------------|------------------------------|---|

### **Terminal Appointment or Non-Retention of Probationary Faculty**

|                          |                                 |   |
|--------------------------|---------------------------------|---|
| <input type="checkbox"/> | <b>Notice</b>                   | Annual Notice of Non-retention of Probationary Faculty is to be sent by the President by March 1  |
| <input type="checkbox"/> | <b>Tenure-Track Appointment</b> | Before completing the penultimate year of a tenure-track appointment, any non-tenured faculty member shall be given written notice of tenure or offered a one-year written terminal contract of employment. |