



Administrative Procedure

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Subject: SEPARATION

1.0. PURPOSE:

To establish the procedures by which nonacademic, administrative and academic (closely related) employees separate from the University, and to outline the effects of the separation on employee benefits.

2.0. ORGANIZATIONS AFFECTED:

2.1. All units of the University, except auxiliary organizations.

2.2. Important -- This procedure, or portions thereof, may be superseded by a contract between The California State University and an exclusive representative.

When referring to this procedure as it relates to actions affecting represented employees, consult the contract that applies to employees within the represented unit.

3.0. REFERENCES:

University and Colleges Administrative Manual (UCAM), Sections 6316.07 and 6458.

4.0. POLICY:

The separation procedures will address the means by which employees terminate their employment with the University. Separating employees will submit a letter of resignation, indicating the effective date of their termination, return all University property and complete the documents required to ensure the timely receipt of wages and disposition of retirement contributions. If under adverse conditions, an employee is unable to separate in person, Personnel Management and Services should be advised and will initiate procedures to complete the separation by mail.

Approved:

Date:

5.0. DEFINITIONS:

- 5.1. Separation Form--Standard form OPS-351A prepared by the separating employee's department and submitted to Personnel Management and Services.
- 5.2. Exit Interview Form--Standard form OPS 351A-4 attached to the Separation Form, to be completed by the Personnel Representative conducting the exit interview.
- 5.3. Exit Interview--Exchange of pertinent information regarding employee's separation and benefits.
- 5.4. Separation/Disposition of P.E.R.S. Contributions--Form Std. 687 completed by the separating employee indicating disposition of retirement contributions.
- 5.5. P.E.R.S.--Public Employee's Retirement System.
- 5.6. P.E.R.S. Letter--Standard form OPS-353A mailed to employees unable to separate in person by Personnel Management and Services. The letter explains options and procedures for disposition of retirement contributions.

6.0. RESPONSIBILITIES:

- 6.1. Supervisors will:
 - 6.1.1. Advise the Audio-Visual, Credit Union, and Accounting-Travel departments of the employee's termination.
 - 6.1.2. Sign clearance forms, when applicable.
 - 6.1.3. Advise employees to take the Separation form to appropriate offices to obtain clearance signatures.
- 6.2. Department Attendance Clerks will:
 - 6.2.1. Upon request, prepare the Separation form (OPS-351A).
 - 6.2.2. Obtain appropriate department head and fiscal manager signatures on the Separation form.
 - 6.2.3. Forward the written letter of resignation, as soon as possible, to the Payroll Office.

6.3. Separating Employees will:

6.3.1. Submit a written notice of resignation to their supervisor at least two weeks prior to the date of separation.

6.3.2. Take the Separation form to appropriate offices to obtain signatures.

6.3.3. Return University-issued keys to University Police.

6.3.4. Return identification cards and Staff Handbooks to the Personnel Management and Services Processing Assistant.

6.4. The Processing Assistant will:

6.4.1. Ensure that all necessary clearance signatures appear on the Separation form.

6.4.2. Determine if the separating employee is a P.E.R.S. member and:

a. Discuss retirement fund.

b. Have the employee complete and sign the Separation/Disposition of P.E.R.S. Contributions form (Std. 687).

c. Provide a copy of the Separation/Disposition of P.E.R.S. Contributions form to the separating employee.

6.4.3. Obtain the employee's signature on the Separation form.

6.4.4. Discuss insurance conversion.

6.4.5. Arrange an exit interview for full-time, part-time, or temporary staff employees with a Personnel Representative.

6.4.6. Forward the Separation and Exit Interview forms to the Personnel Representative prior to the exit interview.

6.4.7. Record the action on the Payroll Log and transmit Separation papers to payroll.

6.5. The Personnel Representative will:

- 6.5.1. Conduct the exit interview and record pertinent information on the Exit Interview Form.
- 6.5.2. Enter the applicable reason and termination codes on the Separation form and provide a copy of the form to the employee.
- 6.5.3. Return remaining copies of the Separation form to the Processing Assistant for transmittal to Payroll, and forward the Exit Interview form to the Employment Assistant.

7.0. PROCEDURES:

- 7.1. Separating employees will submit a written letter of resignation to their supervisor as early as practicable and preferably not less than two weeks prior to the effective date of separation.
- 7.2. The department Attendance Clerk will forward a copy of the letter of resignation to the Payroll Office. This letter will notify the Payroll Clerk of the pending termination and prevent delays in processing payroll warrants.
- 7.3. The department Attendance Clerk will prepare the Separation Form and obtain the signatures of the Department Head and Fiscal Manager.
- 7.4. Prior to the final day of employment, the supervisor will give the Separation form to the separating employee with instructions to obtain signature clearance from the following areas: Audio-Visual, Credit Union, Accounting-Travel, University Police and Personnel Management and Services.
 - 7.4.1. If the employee has no business arrangements to conclude with Audio-Visual, Credit Union and/or Accounting-Travel, the supervisor may obtain telephone clearance and sign off for these areas.
 - 7.4.2. The employee will report personally to University Police to return any University-issued keys.
- 7.5. The employee will report personally to Personnel Management and Services to complete the following actions:
 - 7.5.1. Return the Staff Handbook and University Identification card.

7.5.2. Resolve questions regarding health benefits conversion, unemployment insurance and disposition of retirement contributions with the Processing Assistant.

7.5.3. Complete the necessary documents.

7.5.4. Participate in an exit interview with a Personnel Representative.

7.6. The Processing Assistant will:

7.6.1. Advise the separating employee of the documents required to process the separation and ensure proper completion of the forms.

7.6.2. Distribute copies of the completed forms to:

- a. The Payroll Office for processing of the final payroll warrants.
- b. The Employment Assistant for statistical recordkeeping.

8.0. APPENDICES:

8.1. Separation, OPS-351A.

8.2. Exit Interview, OPS-351A-4.

8.3. Separation/Disposition of P.E.R.S. Contributions, Std. 687.

8.4. P.E.R.S. Letter, OPS-353A.