

Separation Categories

There are several different categories under which employees separate from employment. They include **death, disability (normal), disability (workers' compensation), layoff** (classified service), **non-renewal of term appointment, resignation, retirement, retrenchment** (SUNY faculty and professional employees), **termination during probation** (classified service), **termination for cause including job abandonment** (disciplinary) and **termination of "serve at the pleasure" appointments**. There are some rules that apply to all separation categories as well as some that are unique to a specific category.

Procedure

Employees separating from service and their supervisors can ensure the timely release of final paychecks and appropriate forwarding of mail, including the W-2 form at the end of the year, by reviewing the following separation checklist and making sure all obligations are satisfied. This process is designed to assure that all departing employees of the College are separated from employment properly and any college property, keys and any outstanding debts owed to the college are cleared prior to the employee's departure. In addition, departing employees are encouraged to participate in confidential exit interview processes which are scheduled by contacting The Office of Human Resource Services.

Employee Responsibilities

1. The separating employee will be required to complete the separation checklist form and ensure the completion of all steps indicated such as:
 - a. Submit final timesheet/attendance record at <http://www.suny.edu/time>
 - b. Provide the Office of Human Resource Services and/or Payroll Office with a forwarding address.
 - c. Pay all outstanding personal bills to the campus (Bookstore, Bursar, Parking Office Telephone Account, Travel Account, etc.).
 - d. Return all borrowed materials and equipment to the appropriate department (i.e., Library, etc.)
 - e. Turn in all departmental materials (desk keys, locker keys, hand tools, etc.) to your Department Chair/immediate supervisor. Please be sure to return all office and building keys in accordance with campus procedures.
 - f. Turn in all departmental equipment (laptops, iPads, cell phones, projectors, etc.) to your IT
 - g. Turn in campus issued Identification Card in accordance with campus procedures to University Police and have parking decal removed.
 - h. Unsubscribe from any "listserv" to which subscribed.
 - i. Return any credit cards issued (Citibank Procurement Card) to the Budget Officer and ensure that the reconciliations are completed.

- j. Clear the cache on their computer and delete all temporary Internet files and logs.

Manager/Supervisor Responsibilities

1. The department must ensure timely communication to the Office of Human Resource Services of the separating employee regardless of the type. In cases of a separation by retirement/resignation immediately forward a copy of the notice you received to The Office of Human Resource Services. In other cases, when an employee leaves the college or transfers to another agency, please ensure that all information involving effective dates are immediately reported to HR. Additionally it is the supervisors responsibility to ensure the completion of the checklist and the collection of departmental materials/equipment [i.e. keys laptops, desk files etc.] prior to the last day of employment.

Supervisors must:

- Notify Facilities if key core changes are required
 - Notify University Police to terminate parking pass and ID card
 - Notify e-mail contacts of new e-mail address, if any, or just advise them that they can no longer reach employee at their former SUNY campus e-mail address
 - Make necessary changes to revise the department's organizational charts
 - Contact the Security Administrator in the Controller's Office to terminate the necessary account and system access (Extension 7773)
 - Contact the Budget Officer in the Business Affairs Office to terminate the necessary visa purchasing card account and SMRT access (Extension 7349)
2. On or before the last day of employment contact the IT department at helpdesk@sunymaritime.edu to ensure removal of the following functions. The request form may be accessed using the link below:
<http://www.sunymaritime.edu/IT/FacultyandStaff/DocumentsAndForms.aspx>
 - Email access removal
 - Telephone and voice mail access removal. (Please be sure to direct callers to an appropriate extension)
 - Removal of any security access to College's website
 - Request removal of all security rights for access to network share drives and any virtual access
 - Removal from Global address book and distribution pages

Security Administrator Responsibilities

The Security Administrator will terminate access to online systems as well as access to travel cards if applicable.

Budget Officer Responsibilities

The Budget Officer will be responsible for the termination of visa purchasing cards, if applicable.

University Police Responsibilities

University Police will be responsible for the ID card collection and parking decal removal on the last day of service. If applicable, the separating employee will be required to settle any outstanding parking fines to the UPD office.

HR Responsibilities

Documents pertinent to the termination i.e. resignation letters etc. must be attached to the appointment form. Timely receipt of these documents ensures prompt removal from the payroll and avoids overpayments.

- a. The separating employee must contact the Office of Human Resource Services regarding benefit coverage, conversion privileges and deadlines, vesting of retirement and/or health insurance benefits, final paychecks, etc.).

Related Forms:

<http://www.sunymaritime.edu/HR/formsandpubs.aspx#appts>

http://www.sunymaritime.edu/media/documents/2008/1/10/address_change_form.pdf

<http://www.sunymaritime.edu/IT/FacultyandStaff/DocumentsAndForms.aspx>

http://www.sunymaritime.edu/media/documents/2014/4/Employee_Separation_Checklist_Form_2014.pdf

Questions related to this policy may be directed to the Office of Human Resource Services at 718-409-7303.

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