EMPLOYEE RESPONSIBILITIES:
SEPARATION CHECKLIST

This checklist is meant to guide employees as they plan to separate from University employment:

	Action Required by Employee
☐	Notify your supervisor of your intent to resign/retire verbally and in writing.
☐	If you are on a visa, contact the Office of International Education for information about immigration rules prior to your separation.
☐	Contact Human Resource Services (HRS) to discuss how your departure from UVM will impact your UVM benefits.
☐	Ensure that your current residence address (and, if you move after you leave UVM, any change of address) is updated in PeopleSoft to ensure that you receive your income tax statement (W-2) and other important documents in a timely manner.
☐	Return unit or UVM property (e.g. keys, laptop, equipment, tools etc.) to supervisor or other appropriate official.
☐	Return outstanding library materials and pay any outstanding fines.
☐	Settle any outstanding financial accounts and transactions.[1]
☐	Submit your parking pass to UVM Parking and Transportation Services.
☐	Work with your supervisor to coordinate handoff of work responsibilities, including ongoing grants and contracts.
☐	If you have intellectual property licensing revenues or other contracts, ensure you are in compliance with the Intellectual Property Policy.
☐	Data Management ___ 1. See the ETS website for details related to standard practices for information systems when an employee leaves UVM. https://www.uvm.edu/it/security/?Page=when-employee-leaves.html ___ 2. If you have sole access rights to any systems, accounts, or applications (e.g., administrative databases, social media, departmental memberships to professional organizations etc.) de-activate or transfer the passwords or other access rights as your supervisor requests. ___ 3. Consult with your unit's own IT support for department-specific details.
☐	Personnel Files (for supervisors) ___ 1. If you have been responsible for supervision of UVM employees, ensure that department personnel files (including: hiring notes, performance reviews, personnel actions, accolades, professional certifications and disciplinary documentation) are organized for, and available to, the next supervisor, and are otherwise maintained and accessible per HRS protocols. ___ 2. Ensure you have completed all outstanding evaluations and/or personnel actions of UVM employees.
☐	Consult with your supervisor on your options with respect to your outgoing voicemail and email messages following your departure.
☐	Complete exit survey and/or exit interview.[2]

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[1] Vermont law prohibits payroll deductions for outstanding payments due to UVM at the time of your departure. If payments are still due at that time, you will not leave in good standing, which may affect your eligibility to obtain perquisites, such as retiree parking, library use, eligibility for UVM re-employment, and your ability to obtain an official UVM transcript (if applicable).

[2] These are administered by the Associate Provost for Faculty Affairs for faculty and either the Unit Department or Human Resource Services for staff.

SUPERVISOR/BUSINESS MANAGER RESPONSIBILITIES[1]

Action Required by Supervisor/Business Manager
☐ **Termination Process** ___ 1. Send written acknowledgement of resignation or retirement to employee (examples attached), with copies as indicated on the template. Provide employee with the Employee Separation Checklist. ___ 2. Determine the best method of communicating the employee's separation to coworkers and other stakeholders. ___ 3. Advise employee on the availability of an exit survey/interview. ___ 4. Ensure timely completion of PeopleSoft termination action (avoid retroactive termination actions) and facilitate a smooth separation for the employee. ___ 5. Complete online Termination Form. ___ 6. If separation terms are memorialized in a separation agreement, ensure consultation with your servicing LER representative prior to presenting the agreement to the employee.
☐ **Business Continuity** ___ 1. Determine current/outstanding projects, upcoming deadlines, internal and external contacts relevant to the work of the exiting employee. ___ 2. With Dean/VP's Office support, develop a transition plan for redistribution of work and communication with employees and stakeholders. ___ 3. Facilitate a meeting with the departing employee and any employee designated to assume the duties. ___ 4. Develop a plan with the employee for the return of any UVM property. ___ 5. Revoke formal delegations of contractual and/or financial commitment authority, if applicable. ___ 6. Arrange an appropriate auto-reply for email and voicemail messages received after the separation date. ___ 7. Remove employee's name from email group and other distribution lists; directory listings; websites; organizational charts. ___ 8. Review and revise the position description as appropriate and commence the recruitment process for the vacancy (if authorized).
☐ **Payroll and Benefits** ___ 1. Ensure exception time is entered and approved. ___ 2. Inform employee of remaining accrual balance (vacation, personal or compensatory time) and develop a plan for use of accrued leave during the remainder of the employment and/or payout upon termination. ___ 3. If the employee approves time submissions for other unit employees, cancel the delegation and identify a new delegate. ___ 4. Remind employee to update PeopleSoft Self-Service with any change of address for W-2, COBRA notice, and other UVM business purposes. ___ 5. Encourage employee to contact Human Resource Services (656-3150) to discuss questions related to how their departure from UVM employment will impact their UVM benefits. ___ 6. If this is a departing faculty member, determine if there are unmet sabbatical obligations and address those as required by UVM policy or collective bargaining agreement.

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[1] Delineation of duties may vary by department

☐	**Data Security and Access** ___ 1. Review ETS guidance related to exiting employee: https://www.uvm.edu/it/security/?Page=when-employee-leaves.html ___ 2. Consult with your internal IT support for any department specific procedures. ___ 3. Obtain passwords from the employee or de-activate access to any administrative databases, software applications, information systems, etc., for which employee possesses access rights.
☐	**Facilities Security and Access** ___ 1. Retrieve keys and electronic key cards for buildings, offices, lockers, safes, cabinets, secured areas, or UVM vehicles, etc., as applicable. ___ 2. Retrieve any other UVM issued property.
☐	**Sponsored Projects Administration** ___ 1. Facilitate continuation of grants and contracts activities as applicable with SPA. ___ 2. Verify that the employee has completed any required Effort Reporting documents.

Appendix A

<u>Acknowledgment of Resignation/Retirement Letter</u>

(May be sent via email)

[Letterhead]
<Date>
<Name>
<Address>

Dear <Name>:

I am writing to acknowledge receipt of your notice of <resignation/retirement>. Your <resignation/retirement> will be effective on <date>. Your last day in the office will be <date>.

You and I will meet to discuss steps associated with your departure. Please contact Human Resource Services at 656-3150 if you have questions related to your benefits.

In the meantime, thank you for the contributions you have made during your employment at UVM and best wishes in your future endeavors.

Sincerely,
<Supervisor's Signature>

cc: <HR Representative Name/Title>
    <Office of the Provost (if applicable)>