Policy title	Category
Staff Resignation Notice to the University	Human Resources
Owner	**Approved by**
Human Resources	Business and Human Resources Offices

Policy statement

Nonexempt Employees:

- To resign in good standing nonexempt employees are expected to give a minimum of two weeks notice in writing to their supervisor with a copy to the division Vice President and the Human Resource Office.
- All keys, credit cards, identification cards, Library check out slip, employee handbooks, and other University resources are returned and accounted for by the Human Resource Office.
- An exit interview with the Assistant Vice President for Human Resource is required of all employees.
- Computer access is removed at the end of the employees last working day on campus
- Final payroll advices after last working day on campus are mailed to the address given at the exit interview or the last address on record.

Exempt Employees:

- To resign in good standing exempt employees are expected to give a minimum of one month’s notice in writing to their supervisor with a copy to the division Vice President and the Human Resource Office.
- All keys, credit cards, identification cards, Library check out slip, employee handbooks, and other University resources are returned and accounted for by the Human Resource Office.
- An exit interview with the Assistant Vice President for Human Resource is required of all employees.
- Computer access is removed at the end of the employees last working day on campus
- Final payroll advices after last working day on campus are mailed to the address given at the exit interview or the last address on record.

  Questions about this policy and implementation procedures should be referred to the Human Resource Office.

Last revised date
March 7, 2009