



## **SEPARATION PROCEDURES**

### **Voluntary Separation**

1. Notify the CSUSM Corporation Human Resources department as soon as you know that an individual will be leaving CSUSM Corporation employment (this is for all employment categories). Provide the employee's name, last date actually worked and specific reason for separation. This is important for purposes of insurance, compliance, security, recordkeeping, and payroll administration.
2. Instruct employee to submit a letter of resignation addressed to the supervisor.
3. Complete the "Separation Notice" and submit it to the CSUSM Corporation office.
4. Submit the employee's final time sheet early so we can prepare a final paycheck on the employee's last day (as long as appropriate notice has been given by the employee). If no notice is given, we are required to pay out all final wages within 72 hours of the last day of employment.

### **Involuntary Separation**

Since CSUSM Corporation reserves the authority both to hire and to terminate, contact the CSUSM Corporation's Director of Human Resources prior to taking any action with regard to terminating the employment relationship of any employee in any category (including students). The Director of Human Resources will consult with the Project Director on a course of action and will schedule an Exit Interview for all employees whose employment is involuntarily terminated. The separation notice will be prepared at the termination meeting by the Director of Human Resources and a proper exit interview will take place as well.

### **Clearance Process**

CSUSM Corporation is linked to the University's on-line exit process using ESP. Human Resources will enter a Request for Clearance into ESP and secure clearance for exiting employees.

All employees will need to be cleared through FACILITY SERVICES. Please inform the employee to contact them and clear any keys assigned prior to attending a final exit interview with CSUSM Corporation.

**PLEASE NOTE:** The exiting employee must receive clearance before the final paycheck is issued.

## **Exit Interview**

**Regular Employees:** Exit interview with CSUSM Corporation HR is required.

**Temporary Employees:** Exit Interview is optional and may be scheduled at employee's, supervisor's or Human Resources' request.

**Involuntary Termination** (any classification): Exit interview with CSUSM Corporation HR is required.

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