In the event an employee leaves the university due to resignation, retirement, termination or agency transfer, there are several steps that need to be taken by the employee as well as the department. The Office of Human Resources and Equal Opportunity (HREO) has assembled some information to ease the transition process for all parties involved.

**“Employee” Off-Boarding**

- **Resignation** – An employee is encouraged to provide a written letter of resignation. Employees should provide as much notification as possible. Minimally, a two-week notice is requested.

- **Benefits** – If an employee is enrolled in CCU benefit programs, he/she will be notified about COBRA rights and other benefits related matters via mail. Materials will be sent to the employee’s home address on file. A separation packet will be mailed within 15 days from the last day worked. Employees have 60 days to enroll in COBRA coverage per Federal Regulation. Employees are welcome to contact CCU’s benefits team to discuss any benefits related matters prior to or following their departure. Employees may contact the benefits team at (843)349-2036 or email ccbenefits@coastal.edu.

- **Retirement** – If an employee is in a retirement plan through CCU and he/she plans to retire based on age or years of service, the employee should contact Dana Booth at 843-349-5085 or email dbooth@coastal.edu for details.

- **Employee Assistance Program (EAP)** – University employees (excluding students) may utilize services from CCU’s EAP program for up to 90 days following separation from employment.

- **Address of Record** – Employees should notify CCU of an address change (including email and phone numbers) following their departure from employment. This will ensure that any correspondence (including W2 and 1095-C forms) from CCU will be sent to the proper location. Employees may access the change of address form on CCU’s forms page until they are separated from information technology related systems. Post separation, the individual may request a form via email to HR@coastal.edu.

- **Exit Interviews** – In an effort to continuously improve and to provide departing employees with an opportunity to be heard, CCU offers exit interviews. Participation is voluntary and can be anonymous (if the employee prefers). Exit interviews may be completed online at http://snap.coastal.edu/snapwebhost/s.asp?k=152510893068. Alternatively, exit interviews may be held in-person or by telephone. To request an exit interview in-person or by telephone, please contact Meredith Canady in University Compliance at 843-349-6984 or email compliance@coastal.edu.
• **Last Payroll Check** – Typically, an employee will be paid in accordance with the customary payroll schedule, including authorized deductions. Payment is usually made in the same manner in which the employee has been regularly paid (e.g. direct deposit). Questions should be directed to the Payroll Office via email payroll@coastal.edu. Employees should remember to complete timekeeping and/or leave records through the last day worked. Post-termination, individuals will not be able to access pay advices through WebAdvisor. To request a copy, email payroll@coastal.edu.

• **Annual Leave Payout** - If an employee is eligible for an annual leave payout, it will ordinarily be paid on the same payroll as the employee’s last regular check. Such payment will be subject to all applicable taxes. Retirement may be deducted as well (for employees enrolled prior to July 1, 2012). Employees are welcome to contact the Payroll Office to discuss tax implications and options by emailing payroll@coastal.edu.

• **System/Email Access** – In the interest of data security, an employee’s access to electronic systems will be disabled before or upon separation. Employees retiring from CCU, CCU Alumni and active CCU students may retain email accounts, however, access to work related matters will terminate.

• **Verification of Former Employment** – Requests for verification of former employment (e.g. mortgage/rent, car purchase, etc.) are handled through HREO. Requests should be sent to the Office of Human Resources and Equal Opportunity (HREO). HREO would typically provide a neutral reference, including dates of employment and position held. HREO would confirm a salary/pay rate if one is provided by the requestor. HREO would not provide other information unless a signed release from the former employee. Verifications may be submitted by facsimile to (843)347-7610.

• **University Equipment and Keys** – All University equipment must be returned to CCU prior to the employee’s departure. Such items include but are not limited to computers, cellphones, VPN fobs, thumb drives, office keys, filing cabinet keys, ID cards, uniforms, travel cards, procurement cards, tools, library resources, etc. Such items should be surrendered to the employee’s supervisor or department head. Employees are not authorized to retain any CCU items or documents/files including those in an electronic medium.

  **Note:** Upon request, CCU retirees can be issued new ID cards following retirement through the CINO Card Office.

• **Travel or Other Expense Reimbursements** – The employee should submit any outstanding receipts for work related travel or other expense reimbursements before leaving employment. Such documentation should be submitted to the employee’s supervisor.

• **Foreign Nationals** – Foreign nationals with visas sponsored by CCU should contact Kim Sherfesee in HREO (ext. 2138 or ksherf@coastal.edu) to discuss the importance of maintaining a status. Tax related matters related to foreign nationals should be directed to Kristen Toben in Payroll (ext. 2752 or ktoben@coastal.edu).

• **Personal Items** – Employees should remove all personal items from offices and lockers by the last day of work.
· **Tuition Waivers** – In accordance with FAST-HREO-223, should an employee voluntarily resign or be involuntarily separated for cause at any time within the two-year period immediately following his/her most recent semester as a student, all or half of the full tuition cost for the respective class(es) taken must be paid back to the University. The tuition cost will be deducted from the employee’s final paycheck and/or annual leave payout (if applicable). Any monies remaining after the deduction will be paid to the employee. Should the amount of the paycheck fall short of total payment required, the employee will owe the balance to the University. The employee has a maximum of 60 days by which to pay the full amount owed or to make payment arrangements. All payment arrangements must be approved by the CFO. Refer to the policy for additional information or email hr@coastal.edu.

· **Graduate Tuition Reimbursement** – In accordance with FAST-HREO-224, should an employee be separated from the University, voluntarily or involuntarily for cause, at any time within the two-year period immediately following his/her most recent semester as a student, all or half of the full tuition cost for the respective class(es) taken must be paid back to the University. The tuition cost will be deducted from the employee’s final paycheck and/or annual leave payout (if applicable). Any monies remaining after the deduction will be paid to the employee. Should the amount of the paycheck fall short of total payment required, the employee will owe the balance to the University. The employee has a maximum of 60 days by which to pay the full amount owed or to make payment arrangements. All payment arrangements must be approved by the CFO. Refer to the policy for additional information or email hr@coastal.edu.

**NOTE:** If employees are changing departments and/or roles at CCU, they should consult their supervisors or departments for guidance on off-boarding. Depending on the nature of the transition, certain items described above will not apply.

Employees may contact HREO for additional assistance at extension 2036 or email hr@coastal.edu.

**“Department” Off-Boarding:**

· **Resignation** – Supervisors are encouraged to provide a written acknowledgement when an employee resigns from a position. The supervisor should simply state the following: “Dear: I am in receipt of your (INSERT verbal or written) resignation given on (INSERT DATE). Wishing you the best in your future endeavors. Sincerely…”

· **Separation Paperwork** – The department is responsible for initiating separation paperwork. Notice of Separation and Personnel Action forms should be submitted to HREO as soon as possible. Documentation regarding the separation should be included (e.g. resignation letter, department acknowledgement letter, Notice of Termination letter, etc.). Separation paperwork should go directly from the department to HREO to ensure there is no overpayment. Separation paperwork does not require approval through the department’s administrative channel. HREO is working with Information Technology Services (ITS) and the Provost’s Office to transition this manual process to an electronic process. More information will be provided in the coming weeks.

· **System/Email Access** – The department is responsible for notifying ITS and/or other areas responsible for maintaining electronic systems, including email access, of the employee’s
separation. The department should initiate notification before or upon the employee’s separation.

Typically, employees retiring from CCU, CCU Alumni and active CCU students may retain email accounts, however, access to work related matters will terminate.

- **Verification of Former Employment** – Requests for verification of former employment (e.g. mortgage/rent, car purchase, etc.) are handled through HREO. Requests made to department should be sent to the Office of Human Resources and Equal Opportunity (HREO). HREO would typically provide a neutral reference, including dates of employment and position held. HREO would confirm a salary/pay rate if one is provided by the requestor. HREO would not provide other information unless a signed release from the former employee. Verifications may be submitted by facsimile to (843)347-7610.

- **University Equipment and Keys** – The department is responsible for collecting all items and equipment previously issued to the employee who is separating. Items and equipment must be returned to CCU prior to the employee’s departure. Such items and equipment include but are not limited to computers, cellphones, VPN fobs, electronic drives/disks, office keys, filing cabinet keys, ID cards (except CCU retirees), uniforms, travel cards, procurement cards, tools, library resources, etc. Employees are not authorized to retain any CCU items or documents/files including those in an electronic medium.

- **Time/Leave Records, Travel or Other Expense Reimbursements** – The department should ensure all time/leave records, travel and other work-related expense reimbursements are submitted before the employee separates from employment.

- **Personal Items** – The department should ensure the employee removes all personal items from offices and lockers by the last day of work.

**NOTE:** Departments will need to determine what action is needed when employees are changing departments and/or roles at CCU. Departments should provide employees with guidance on off-boarding. Depending on the nature of the transition, certain items described above will not apply.

The department may contact HREO for additional assistance at extension 2036 or email hr@coastal.edu.