



Resignation

General Information

Reason For This Procedure:

To outline the manner in which West Virginia University handles the voluntary resignation of an employee, in accordance with Higher Education Policy Commission's Series 9: "Academic Freedom, Professional Responsibility, Promotion and Tenure" and Series 38: "Employee Leave.", WVU Board of Governors Policy 2: "Academic Freedom, Professional Responsibility, Promotion and Tenure", WVU Board of Governors Policy 24: "Employee Leave."

This Procedure Applies To:

This procedure applies to all classified, non-classified, faculty, and faculty equivalent/academic professional (FE/AP) employees at West Virginia University on all campuses.

Definitions

Annual Leave Accruals	All accumulated accruals for annual leave as of the termination date.
Resignation	A voluntary separation from employment initiated by the employee.
Termination Date	Last day the employee was present for work or the last day of an authorized charge to a benefit-eligible employee's leave accruals (exclusive of terminal leave.)
Terminal Leave	Period of time from the employee's last scheduled day of work through his/her last day on the University's payroll. See Terminal Leave Procedure for additional information.

Procedure

An employee shall submit a signed and dated resignation letter or statement to his/her immediate supervisor, indicating the termination date when the resignation is to become effective. If an employee provides verbal rather than written notice of his/her intention to resign from employment, a supervisor shall confirm acceptance of the resignation in writing to the employee. The supervisor or departmental business office shall forward a copy of the signed written resignation letter or confirmation to the Records Unit at the Division of Human Resources for placement in the employee's personnel file.



Resignations, upon acceptance by the University, shall be regarded as permanent and the employee shall forfeit all eligibility for continued service and benefits, in accordance with the policies of the Higher Education Policy Commission, WVU Board of Governors, or University; contracts of employment; notices of appointment; or state and federal laws.

The employee shall settle any outstanding bills or monetary commitments to the University, such as parking tickets, library fines, etc., prior to the termination date.

The employee shall surrender all University property, including identification card, keys, cellular phone(s), computer(s), equipment, documents, etc. to his/her immediate supervisor or appropriate individual(s) on or before the employee's last physical day at work.

Failure by an employee to meet these responsibilities and/or the notice requirements may result in the employee leaving the University in poor standing and may result in unfavorable consideration for re-employment at the University.

The employee shall contact the Division of Human Resources Benefits Unit regarding their health insurance benefits, COBRA, Mountaineer Flexible Benefits plans, annual leave accruals, and retirement account(s.)

The employee shall be provided an Exit Interview survey by Employee Relations in the Division of Human Resources and is encouraged to complete it.

Notification Requirements:

A classified employee shall provide at least two weeks written notice of the resignation, whenever possible. A shorter period of notice may be provided if authorized by the immediate supervisor. A classified employee is expected to be present and functioning at his/her position, as scheduled, throughout the two week notice period, unless this requirement is waived by the immediate supervisor.

A non-classified employee should provide at least one month's advance notice of the resignation, if possible.

A faculty member or faculty equivalent/administrative professional (FE/AP) shall give notice of resignation in writing at the earliest opportunity, giving due consideration of the institution's need to have a full complement of faculty throughout the academic year.



Responsibilities

Interpretation:

Responsibility for interpretation of this administrative procedure rests with the Vice President for Human Resources or his/her designee.

Application:

The employing unit is responsible for ensuring employee compliance and the proper processing of documents required for a resignation. The employing unit is also responsible for appropriately disabling the exiting employee's access to all University electronic systems, (i.e. E-mail, MyAccess, MAP, etc.)

Contacts

Additional information or questions regarding this procedure should be directed to Employee Relations in the Division of Human Resources at (304) 293-5700 ext. 5, or at EmployeeRelations@mail.wvu.edu.

Additional information or questions specifically regarding employee benefits should be directed to Benefits in the Division of Human Resources at (304) 293-5700 ext. 4, or at Benefits@mail.wvu.edu.

Related Documents

[HEPC Series 9 – Academic Freedom, Professional Responsibility, Promotion, and Tenure](#)

[HEPC Series 38 – Employee Leave](#)

[WVU BOG Policy 2 – Academic Freedom, Professional Responsibility, Promotion, and Tenure](#)

[WVU BOG Policy 24 – Employee Leave](#)

[WVUHR Benefits Administration](#)