SECTION 180
SEPARATION PROCEDURE

SOURCE: SBHE Human Resource Policy Manual, Sections 7 and 26
NDSU President

1. An employee leaving the service of the University, either of his/her own volition or after having been informed of his/her separation, shall contact the Office of Human Resources/Payroll for information relevant to the separation process.

   1.1 Departments should submit the termination online in Oracle/PeopleSoft HRMS Manager Self-Service. This should be completed immediately upon notice of separation.

   1.2 Departments must contact the appropriate security officers to remove or change access for systems, computer access, online services, networks, file storage, e-mail accounts, and e-mail lists for the terminating employee. (Employee Separation Checklist)

2. A regular employee is eligible to receive payment for accrued annual leave pay. Annual leave pay shall be prorated for the pay period of termination if the employee has not completed a full pay period of employment.

   2.1 The last day of work is the termination date, except that two weeks termination pay shall be provided when a two weeks' notice of layoff is not possible *(lack of work, or other unforeseen emergencies)*. Upon termination, an employee shall be paid for all unused annual leave accrued through the termination date.

   2.2 The effective date used in a resignation, termination, or early retirement agreement is the termination date. This means the effective date can't be a holiday or a non-working day and must be the employee's last working day.

3. A *regular* employee with at least ten continuous years of state employment who leaves the employ of the state, is entitled to a lump-sum payment equal to one-tenth of the pay attributed to the employee's unused sick leave. The pay attributed to the accumulated, unused sick leave must be computed on the basis of the employee's salary or wage at the time the employee leaves the employ of the state.

4. *All employees having possession of any University property including, but not limited to, such items as keys, NDSU ID Cards, laptop computers, etc., shall, prior to or upon termination of employment, return such property to the employee's immediate supervisor. All debts owed the University shall be paid in full prior to termination of employment unless other arrangements have been made with the Customer Account Services Office. Faculty who have reporting requirements under sponsored research agreements shall meet such reporting requirements prior to termination. If the employee fails to return property under his/her control, damages property (including destruction of University electronic files or documents), fails to pay debts owed to the University, or fails to meet the reporting requirements under a sponsored research agreement, the employee's last paycheck and/or other compensation due the employee (e.g., accrued leave payments) may be withheld or cancelled (or a portion representing the value of the debt/property) until all such property is*

returned, debts are paid or reporting requirements are met, provided there is a written document signed by the employee consenting to the foregoing deductions or this deduction policy. Withholding from the employee's last paycheck cannot result in employee receiving less than minimum wage or overtime requirements of law. If the employee is also a student at NDSU, grade transcripts and diplomas may be held in addition to his/her last paycheck.

HISTORY:

New	July 1990
Amended	June 1994
Amended	July 1997
Amended	October 2000
Amended	January 2006
Amended	December 2006
Amended	October 2007
Amended	January 2008
Amended	October 18, 2010
Housekeeping	June 1, 2011
Amended	February 11, 2014
Amended	October 10, 2014
Housekeeping	June 18, 2026