



## Employee Resignation Procedures

1. Employees who are resigning from their position with the University must provide advance notice in order to leave in good standing.
2. Employees who are resigning should first have a conversation with their supervisor, indicating their intent to resign, including the effective date.
  - a. Employees are discouraged from utilizing leave during their notice period, with certain exceptions. Leave taken during the notice period must be submitted and approved in advance. Previously approved leave that is occurring during the notice period but was submitted prior to the resignation notice may be re-evaluated to ensure the continuity of business operations and the opportunity for knowledge transfer.
3. After informing the supervisor of the resignation notice, the departing employee should email their supervisor a copy of their resignation notice. The supervisor should submit the employee's resignation notice to the Office of Human Resources.
  - a. Employees who have provided their resignation notice will receive an email from the Office of Human Resources with a link to a web form. Employees should use that form to provide any relevant information prior to their departure.
    - i. Employees who are leaving Morgan to work at another state agency should provide the contact information for the Benefits Coordinator of the other State agency on the web form. This will allow Human Resources to coordinate the transfer of benefits and/or leave balances, in accordance with established policy and practice.
    - ii. Generally speaking, an employee who leaves MSU to work for another State agency without a break in service will be considered a transfer. Departing employees who leave to work for another State agency with a break in service, may be considered a new employee of the next State agency, which could impact benefits, leave, and retirement.
    - iii. Use the web form to inform us of any updated and/or forwarding address, email address, and phone number.
    - iv. In many cases, the Office of Human Resources will send an Exit Interview Questionnaire so that employees leaving MSU have an opportunity to provide feedback about their employment experience. If you would like to schedule an appointment with the Office of Human Resources in lieu of, or in addition to, the Exit Interview Questionnaire, please reach out to [ohr@morgan.edu](mailto:ohr@morgan.edu).
4. The employee is responsible for resolving any outstanding debts to the University and returning all University property prior to or on their last day of work. Failure to resolve any outstanding debts or return University property may result in an outstanding debt obligation to Morgan State University and/or the State of Maryland.



- a. The employee should coordinate with their supervisor to identify and document all returned equipment. Equipment may include: keys, laptop, cell phone, access badge, parking pass, credit/purchase cards, and receipts for purchases, among other items. University property should be returned to the supervisor. In certain circumstances, the supervisor may direct the employee to return property to a specific department. Employees should document the return of University property on the Return of Property form.
  - b. The employee is responsible for settling any outstanding debts to the University. The employee may reach out to the Office of the Registrar and/or the Bursar's Office to confirm whether or not there are any outstanding balances due. Any final expense reimbursement forms must be submitted with all appropriate documentation/receipts prior to the last day worked.
5. The employee is responsible for the completion of their final timesheet. Failure to complete the final timesheet may result in a delay in receiving their final paycheck.
6. Departing employees are encouraged to read through the FAQs document for additional important information pertaining to: benefits, retirement, leave, and final pay.