



Supervisor Follow-Up Instructions for an Employee Resignation

1. Upon receipt of verbal notice of resignation, instruct the employee to submit their resignation by email.
2. Upon receipt of the emailed notice of resignation, submit the notice to the Office of Human Resources (OHR) by uploading the resignation letter to the [Separation Notice](#) web form. You may need to save the email as a PDF document, first, then upload to the web form.
 - a. Departing employees may need to be coached on the proper resignation protocols, including providing the proper notice period. Discuss any concerns with OHR. Proper notice periods are as follows:
 - i. AFSCME-represented employees are encouraged to provide two (2) weeks written notice to their supervisor.
 - ii. Classified employees must provide at least two (2) weeks written notice to their supervisor. In certain circumstances, Classified employees may be asked to provide thirty (30) days advance notice, at the discretion of their supervisor or Director.
 - iii. Executive and Professional Administrative staff must provide at least thirty (30) days advance written notice to their supervisor.
 - iv. Faculty members are encouraged to provide *at least* ninety (90) days advance written notice. Faculty are expected to complete the academic year in which the notice is given.
 - v. Sworn Police Officers and others subject to the Memorandum of Understanding with the Fraternal Order of Police must provide at least two (2) weeks written notice to the Chief of Police or their designee.
 - vi. Contractual employees should provide a minimum of two (2) weeks notice to their supervisor, unless the contract specifies otherwise.
 - b. If an employee fails to provide a resignation letter, create a new document and state “Employee First & Last Name has provided verbal notification of their intent to resign effective DATE. A letter or email notification was requested but not received. I have accepted their resignation effective DATE.” Sign or type your name below and save as a new document. Use this as your upload document.
 - c. Employees are discouraged from utilizing leave during their notice period.
3. Create a plan to meet with the resigning employee to allow for knowledge transfer and status updates on various work tasks or projects.
 - a. Create a schedule and utilize calendar invitations to manage these meetings. The duration and frequency of these meetings will vary greatly, depending on the responsibilities of the resigning employee.



- b. Redirect benefits, payroll, or other employment related questions to the FAQ document posted on the OHR website and/or encourage the employee to reach out to OHR directly at ohr@morgan.edu.
4. Upon receipt of the [Separation Notice](#) web form, OHR will initiate the Clearance Workflow in Banner.
5. Use the below checklist to offboard your employee and plan for what comes next.
6. Click here to review the Employee Resignation Instructions, if desired.



Supervisor's Checklist for Employee Resignation

- Set specific meeting dates and times for updates on existing work tasks and projects, the transition of said tasks and projects to the appropriate individuals, as well as overall transfer of knowledge.
- Determine appropriate routing for incoming calls and emails to the departing employee.
- Forward extension, as determined above.
- Forward email and/or set appropriate auto-reply, as determined above.
- Plan for any going-away celebration(s), as appropriate to the situation.
- Decide if you are replacing the position. If so, begin the recruiting planning process now. Do not wait until the employee has left the University.
- If filling the position, review the job description and update accordingly.
- Initiate the job posting in MEMS (may be done by a designee). Recruiting efforts are permitted to run concurrently with a departing employee's notice period.
- Determine the need, if any, for temporary or contingency hiring.
 - [Click here to submit a Request for Temporary Employee](#), if needed.
 - [Click here to submit a PF10 Request for Contractual Employee](#), if needed.
- Collect all University property, on or before the employee's final day of employment.
 - Keys Access Badge Laptop Cell Phone
 - P Card Parking Pass Uniforms Tools
 - Other: _____
- Document what was collected and, if possible, confirm via email with the employee. The departing employee and/or the supervisor may use the Return of Property form for this purpose.
- Work with the employee to reset and document passwords and lock codes for any equipment. Do not share the new password with the departing employee.
- Ensure any biometric lock (i.e. thumb print, facial recognition) is disabled on cell phones, laptops, and any other equipment with similar capabilities.
- Send email communication to co-workers, other departments/employees, and/or vendors the employee may have worked closely with, as appropriate.