

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.63
		ADMIN. CODE:	3362-4-34
		PAGE NO.:	1 OF 3
		EFFECTIVE DATE:	1/19/91
SUBJECT:	EXIT INTERVIEW FOR NON-RETURNING EMPLOYEES	RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	

- 1.0 When an employee knows that his/her employment with the University will not be continued for any reason, it is the employee and the supervisor's responsibility to schedule an Exit Interview with the Personnel Department.
- 2.0 Each employee is responsible for written notification of intentions regarding terminating employment status. The supervisor is responsible for notifying the President and the Personnel Department to ensure the collection and satisfaction of all institution obligations on the part of the non-returning employee.
- 3.0 Prior to leaving the University's premises, the non-returning employee must return all keys and other University equipment, materials, and supplies to the appropriate office.
 - 3.1 The employee should schedule a time with the Personnel Director or designate to complete the Non-Returning Employee Checklist and to turn in any remaining items.
 - 3.2 Items which must be accounted for include but are not limited to:
 - Keys - Building, classroom, office, elevator, storeroom, desk, file cabinet, storage cabinet, equipment, etc.
 - Policy and Procedure Manual
 - Requisitioned Books or Supplies
 - Office Supplies or Equipment
 - Library Books
 - Instructional or Laboratory Equipment
 - Media Equipment
 - Bookstore Charges
 - 3.3 Non-returning employees must discuss COBRA health care continuation rights with the Personnel Director or designate.

- 4.0 All categories on the "Checklist for Non-Returning Employees" must be checked off or noted as resolved before authorization to release the employee's final paycheck will be given. Any employee refusing to return University property may be subject to legal action.
- 5.0 Checklist for Non-Returning Employees (see attached).

SHAWNEE STATE UNIVERSITY
CHECKLIST FOR NON-RETURNING EMPLOYEES

EMPLOYEE'S NAME _____ DATE _____

LAST DATE OF EMPLOYMENT _____

EMPLOYEE'S PRESENT ADDRESS _____

EMPLOYEE'S FORWARDING ADDRESS _____

ALL ITEMS DESCRIBED BELOW MUST BE RETURNED TO THE DIRECTOR OF PERSONNEL UNLESS OTHERWISE SPECIFIED. This checklist must be completed and properly signed in order for authorization to be given for the release of the employee's final paycheck. Thank you for your cooperation in finalizing and accounting for University property.

UNIVERSITY-OWNED PROPERTY	RECEIVED		EXPLAIN
	YES	NO	
Keys - Building, classroom, office, elevator storeroom, desk, file cabinet, storage cabinet, equipment, etc.	___	___	
Office Supplies or Equipment	___	___	
Policy & Procedures Manual(s)	___	___	
Requisitioned Books/Supplies	___	___	
American Express Card	___	___	
Parking Card/Key	___	___	
Prescription Drug Card	___	___	
Bookstore Charges	___	___	
Library Books	___	___	
Instructional/Laboratory Equipment	___	___	
Media Equipment/Video/Software, etc.	___	___	

All obligations to Shawnee State University have been satisfied and/or accounted for -- release of the employee's paycheck is authorized.

Director of Personnel

Date