

## ***RESIGNATION AND EXIT INTERVIEW POLICY***

All ***faculty, administrative and classified staff*** who terminate employment with BGSU are asked to give, in writing, a reasonable notification of their plans. Two weeks notice is standard for ***classified staff*** and one month's notice is standard for ***administrative staff***. ***Faculty*** at the associate and full professor rank are asked to give four months notification while instructors and assistant professors are asked to give two months notification.

All employees are expected to return university-owned property and equipment (library books, keys, etc) and to clear up any financial obligations they may have with the university.

All employees are asked to complete an exit interview. The Office of Human Resources conducts these interviews for administrative staff and classified staff; the Office of the Provost conducts them for faculty and faculty administrators. The interview will cover the status of insurance, retirement, and other benefits upon termination, and instructions about the return of identification cards, parking decals, keys and other property belonging to the University. A fee may be deducted from the employee's last payroll check in the event that university identification cards, keys, telephone cards, uniforms, and parking decals, etc., are not returned. Failure to return other university property, including library materials, will be dealt with on an individual basis.

It is the responsibility of the employee's immediate supervisor to verify the unused sick leave balance for the employee at time of termination and forward that information to the Office of Human Resources. The supervisor should inform the president, the appropriate vice-president or dean, of the date of termination and balance of unused vacation time to be paid to the employee so steps can be taken to remove the individual from Payroll.

Additional information on the Resignation and Exit Interview Policy may be found in the Administrative Staff Handbook and the Classified Staff Handbook. There is no reference to this policy in the Charter's Faculty Handbook although the policy does apply to faculty.

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