



Separation from Employment Policy

Definitions

Term	Definition
Appointing Authority	Individual the employee separating should address notice of resignation to. Classified Service Employees: Associate Vice President for Administration & Human Resources Unclassified Service Employees: College President
College	The State University of New York at Potsdam.
College President	The Chief Executive Officer of the campus.
Employee	A public employee working for The College.
Separation	A resignation or resignation for the purpose of retirement from state service.
Supervisor	Any person assigned as a supervisor of record within the College who has the authority to direct and control the work performance of an employee.

Basis for Policy

The purpose of this policy is to ensure that, upon notification by an employee of separation, the legitimate operating needs of the College are met and to provide a consistent application for the use (liquidation) of accruals if applicable, recovery of assets that belong to the College, and dispensing of employee pay and benefits.

Policy

Employees separating from service must submit a written and signed notification to the appointing authority regarding the effective date of the resignation. Email resignations will only be accepted on a limited basis as pre-approved by the appointing authority. The effective date of the resignation should indicate the date close of business. It is the responsibility of the separating employee to return all property belonging to the College. Monies outstanding for travel advances and parking tickets must be paid to the appropriate offices. Also state equipment such as computer, state issued ID, and stated issued keys should be returned to the appropriate office. A separation checklist will be emailed to the employee by Human Resources to assist with close out activities.

- A. It is the responsibility of the separating employee to fulfill any outstanding obligations prior to their last day of work.
- B. Classified employees are encouraged to provide a minimum of two weeks written notice for resignations, including resignations for the purpose of retirement. Use of accruals during the

notice period is subject to management approval. The appointing authority for the classified service is the Associate Vice President for Administration & Human Resources.

- C. Unclassified UUP employees must provide a minimum of 30 days written notice for resignations, including resignations for the purpose of retirement. Use of accruals during the notice period is subject to management approval. The appointing authority for the unclassified service is the College President. If an employee resigns without giving proper notice, the College may withhold payments for unused vacation leave and an amount equal to the employee’s daily rate of pay for each day less than the required 30 days.
- D. Unclassified MC employees are encouraged to provide a minimum of 30 days written notice for resignations, including resignations for the purpose of retirement. Use of accruals during the notice period is subject to management approval. The appointing authority for the unclassified service is the College President.

Procedure

- A. An employee submits a written and signed letter of resignation addressed to the appropriate appointing authority as outlined above with a copy to their immediate supervisor.
- B. The supervisor consults with the employee to plan the transition of work, including prioritizing tasks and discussing open projects.
- C. The employee will submit a written request to their supervisor if they wish to use or liquidate accruals during the notice period. Supervisors who receive a written request from employees to use or liquidate accruals must consult with the Timekeeper in the Payroll Office prior to responding to the request to ensure accruals are available for use.

Responsibilities

This policy identifies the following responsibilities as assigned to those cited below.

Role	Individual/Group	Contact Information
Comply with	All College staff	n/a
Policy Executor(s)	Melissa Proulx – Associate Vice President for Administration & Human Resources Dr. Suzanne Smith – President	(315) 267-2086 proulxme@potsgdam.edu (315) 267-2100 president@potsgdam.edu

Change History

Date	Change History
June 2, 2023	Updated responsible party from Officer-in-Charge to President
March 22, 2023	New Policy.

Effective Date: March 22, 2023

Approved by President’s Council: March 8, 2023