

## Employee Separation

When an employee resigns from employment with OSU-Oklahoma City, as much advance notice as possible should be given to the supervisor, so that satisfactory arrangements can be made for a replacement. A two (2) week notice is considered customary for employees who are non-exempt and at least a 30 day notice for employees in exempt positions.

Resignations should be presented to the supervisor in writing, with a statement of the reasons for the action. Resignations, once given, whether verbally or in writing, are not rescindable by the employee except where expressly approved in writing by the President of OSU-Oklahoma City. An exit interview and/or survey may be conducted by Human Resources upon being notified of a resignation.

Prior to departure on the last day of employment, employees must finalize paperwork in the Human Resources Office. In addition, the employee needs to obtain a separation checklist. This checklist must be initialed by all departments specified. The departing employee will turn this checklist into the Office of Human Resources. All equipment, keys, hangtags, I.D. card and any other item of employment are due at this time.