3.3.3 End of Employment

Policy Statement
Refer to the Policy Procedures section.

Procedures

Separation Notice
State law requires that each organizational unit furnish to each terminating employee a separation notice (Department of Labor Form DOL-800) at such time as said employee leaves the employment of the University or, in some cases, changes from one position to another within the University. See the separation notice for a list of exceptions to this requirement and for instructions for completing the form.

UGA EXIT PROCEDURES (Revised 01/11/05)
Department heads or their designees should complete the applicable exit checklist for each separating or transferring employee as follows:

1. Faculty and Staff Separation Checklist
   Procedures for:
   Regular, partial-year, and temporary faculty and staff whose employment ends due to resignation, termination, retirement, or death

2. Faculty and Staff Transfer Checklist
   Procedures for:
   Regular, partial year, and temporary faculty and staff transferring from one UGA department to another UGA department

3. Student Employee Separation Checklist
   Procedures for:
   Student employees whose employment ends due to resignation, termination, transfer to another position, or death.

Additional contacts
Academic Affairs Policy Manual (faculty):  http://provost.uga.edu/index.php/policies-procedures/academic/academic-affairs/1-faculty/

Responsibilities
Responsible University Senior Administrator:  Vice President for Finance & Administration
Responsible University Administrator:  Associate Vice President for Human Resources
Policy Owner:  hrweb@uga.edu
Policy Contact:  Sige Burden
Phone Number:  706-542-9231

Record Retention
See the University System of Georgia records retention policy regarding personnel records. Reference # 0472-04-016.

Policy Dates
Effective Date:

Date Last Updated: 06/01/2016
Date of Last Review:
Date of Approval:

Previous Version of Policy: