



## 3.3.3 End of Employment

### 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. While students should receive a termination letter, Separation Notices are not provided to student employees. See the separation notice for a list of exceptions to this requirement and for instructions for completing the form. DOL-800 Separation Notices and UGA checklists should remain in unit level files.

#### University Exit Procedures

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.

### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Associate Vice President – Human Resources

**Policy Owner:** Human Resources

**Policy Contact:** Sige Burden

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### Record Retention

**Citation or Reference:** [www.usg.edu/records\\_management/schedules/930](http://www.usg.edu/records_management/schedules/930)

**Number:** 0472- 04-016

This series documents an employee's work history at the institution. Records may include but are not limited to: personnel file close out form (includes salary at time of separation, final leave totals, and rehire eligibility); copies of Affirmative Action Compliance data forms; applications for admission to graduate school; sabbatical leave records; applications for academic employment; background surveys; employee contracts; athletic contracts/overseas agreements; conditions of employment; memoranda of agreement; notices of appointment; overload compensation requests; patent rights waivers; pay/budget action forms; forms documenting personnel actions; proposals for academic appointment; requests for approval for outside employment; resumes or curriculum vitae; retirement agreements; technology transfer agreements; tenure relinquishment forms; promotion, tenure, and salary increase records; and employee Social Security number disclosure forms.

**Retention:** Personnel File Closeout Form: 50 years; Supervisor's Copy: 3 years after separation of employee; Employment Eligibility Verification Forms: 3 years; All other records: 7 years following separation of employee from institution.

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#### Related information

[Academic Affairs Policy Manual \(faculty\):](#)

[provost.uga.edu/index.php/policies-procedures/academic/academic-affairs/1-faculty/](http://provost.uga.edu/index.php/policies-procedures/academic/academic-affairs/1-faculty/)

[USG Business Procedures Manual](#)

[5.2.5 Georgia Department of Labor \(DOL\) Separation Notice](#)

[www.usg.edu/business\\_procedures\\_manual/section5/C1232/](http://www.usg.edu/business_procedures_manual/section5/C1232/)

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#### Policy Dates

Effective Date: 3/02/2020

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