



## LEAVING SMU

### **MANAGER** **Frequently Asked Questions**

#### **1) Are employees required to provide notice of termination in advance?**

Policy 9.16 states that employees wishing to terminate their services with the University shall give reasonable notice in writing to their supervisor, as set forth below. In so doing, terminating employees may leave in good standing, thereby enabling the University to satisfy future requests for references. The University will also apply the same notice periods, should the University initiate termination. However, the University reserves the right not to give such notice in some cases of involuntary termination for cause. On occasion, the University may choose not to require the terminating employee to work out the period. The appropriate Vice President, in consultation with the Human Resources Department, must approve all such exceptions.

Exempt employees: one month's notice (minimum)

Non-exempt employees: two weeks' notice (minimum)

#### **2) Do I have to get the resignation in writing?**

Employees wishing to terminate their services with the University shall give reasonable notice in writing to their supervisor, as outlined in Policy 9.16.

#### **3) Who initiates the termination process?**

Voluntary terminations are generally initiated by the employee. Involuntary terminations are generally initiated by the department and coordinated with Human Resources throughout the process.

#### **4) My employee has resigned. Whom do I notify?**

The supervisor will notify HR by completing a termination form and attaching the resignation letter as soon as the resignation is known. This form should be signed by Department Head and Financial Officer before being sent to Department of Human Resources for processing.

#### **5) How soon do I need to notify HR?**

Notification should occur immediately. This will ensure sufficient time to process paperwork, provide an opportunity to meet with the employee, and identify any outstanding balances the employee may have with the University.

#### **6) What happens to an employee's access to buildings, databases, etc., following a termination?**

Access to buildings and networks will be shutdown following a termination. The employee leaving the University must turn in his/her SMU ID, parking-sticker, keys, and any SMU equipment/property he/she may have. Employees who are also alumni will be able to keep their email account when they terminate employment with the University.

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**7) Whom do I contact to get the position posted?**

Contact the Recruitment Specialist at 8-2067 to discuss a recruitment strategy. A Recruitment Request form must be completed. Additionally the Job Evaluation Form on file with HR must be reviewed to ensure it accurately reflects the duties and responsibilities of the position or a new one must be submitted.

**8) Whom do I contact if I need a temporarily fill a position, , while we conduct a search?**

Contact the Recruitment Specialist at 8-2067 to discuss your need for a temporary. HR will contact one of our partner temporary agencies and assist with these arrangements.