



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

## ADMINISTRATIVE POLICY

# MCC Staff Departure: Resignation or Termination

Policy Type:  
Human Resources

Policy Owner(s):  
Human Resources Manager

Policy contacts:  
[Melissa Daufelt](#)

Revised: (Date)  
Reviewed: 04/09/18  
Effective Date: 10/01/15

## POLICY STATEMENT

### Process

The supervisor is responsible to notify MCC HR of all pending staff departures or any change in the employee's departure date.

- Supervisor will notify MCC HR as soon as considering ending an appointment or position (University and department policies vary!)
- For all voluntary departures
  - Employees must submit a written notice of resignation to their supervisor with a copy to MCC HR; and are expected to provide a minimum two week notice.
  - The last day of work may not be a holiday, vacation or sick day.
  - Once a notice of resignation is submitted, withdrawal is not permitted except upon mutual written agreement between the employee and the University.

The employee and supervisor will complete the **Departure Checklist** and return to MCC HR on or before the employees last day.

All employees will participate in an exit interview with MCC HR on or before their last day. Responsibility for the collection of the items or completion of departure activities is designated below:

### Employee

- Submit your resignation/retirement letter, if applicable
- Submit your final time/leave reports through [MyU](#)
- Review and update your contact information at [MyU](#)
- Cancel your parking contract or Metropass
- Cancel or modify your membership to University groups
- Remove/copy all personal property from work site and/or computer

- Return of all keys and university property
- Request removal from employment related listservs
- Participate in exit interview with MCC HR

## **Supervisor**

- Verify and approve all outstanding time sheets and absence requests
- Collect all University property and equipment
- Submit request to remove building/computer access
- Identify programs, websites and software with which the employee has an account or for which the employee knows log-in information; switch ownership of any University or department accounts or Google docs
- Communicate with employee about details and progress on projects and job responsibilities to help ensure a smooth transition of those duties to others in the department
- Communicate new key contact &/or procedure changes with colleagues/customers

## **MCC Human Resources**

- Terminate job appointment or verify appointment transfer
- Request vacation pay out, if applicable
- Conduct exit interview