

TERMINATION AND RESIGNATION POLICY

Procedure #	AD-107-P2	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

EXIT PROCEDURE:

1. Reviewing the departing employee's benefit coverage.
2. Items such as the identification card, equipment, uniforms and keys should be secured. Email addresses and telephone number should be obtained if applicable.
3. Possible delinquent obligations the employee may owe to the University should be reviewed.
4. The employee's personnel file should be reviewed as well. This file should be retained for five years after the employee's separation from FBSU.
5. Signing an acknowledgment that all personal data and personal belonging has been removed from his/her computer and from all FBSU premises; furthermore, the employee should acknowledge that his/her supervisor will have access to the files and emails related to the employee's function at FBSU during his/her tenure. The employee's supervisor should contact the Human Resources Department to initiate the exit process. HRD will notify the Finance Department to issue a final paycheck upon completion of the exit process.