



Responsible Official: Chief Human  
Resource Officer

Effective Date: August 16, 2017

OFFICE OF COMPLIANCE SERVICES  
UVM.EDU/POLICIES

---

## UNIVERSITY OPERATING PROCEDURE

**\*\*FOR PRINTED USE ONLY\*\***

University Operating Procedures residing on UVM's Institutional Policy website are the most current versions available. If you are viewing a procedure anywhere else including in printed form or embedded on other websites, it may not be the most current.

---

# Voluntary Employment Separations

---

## Overview

UVM seeks continuously to enhance the quality of the work experience for faculty and staff. Toward that end, it strives to facilitate consistently implemented and efficient transitions from the University, whether from resignations or retirements.

A consistent and effective separation process provides faculty and staff with an organized means of completing their work and understanding their benefits status; enables UVM to improve the working environment through exit survey feedback; protects institutional assets and data security; facilitates compliance with regulatory requirements; assists in the orderly transfer of responsibilities; and helps advance UVM's reputation as an employer of choice.

This document explains the responsibilities of both the departing individual and the supervisor.

## Procedures

NOTE: For union-represented faculty or staff, relevant collective bargaining agreement provisions apply in the event of a conflict with these procedures.

### **I. SEPARATION PROCEDURES**

#### **A. Faculty or Staff ("Employee") Responsibilities**

##### **1. Give Timely Notice to Supervisor**

Employees are expected to give their supervisors timely advance notice of their intent to resign or retire. Adequate notice is as follows:

Full-time faculty: at least one full semester before the last semester at UVM (*i.e.*, within two weeks of the start of fall semester if the departure will occur at the end of spring semester of that AY; within two weeks of the start of spring semester if the departure will occur at the end of fall semester of the following AY)

Non-Exempt staff: at least two weeks of notice. It is, however, helpful for supervisors to have as much notice as possible to ensure an orderly transition of responsibilities, so notice period of at least thirty (30) days is strongly encouraged.

Exempt staff: at least two (2) months absent extenuating circumstances.

## 2. Return University Property; Follow Data Security Protocols

Faculty and staff leaving UVM employment must return UVM property, satisfy any outstanding financial obligations, and cooperate with Information Technology and other personnel on implementing data security measures.

### B. Supervisor Responsibilities

Supervisors are responsible for maintaining timely and effective communication with the departing employee as well as with HRS to facilitate a smooth and efficient separation.

### C. HRS Responsibilities

HRS is responsible for ensuring institutional adherence to all policy and regulatory requirements associated with the resignation or retirement of employees.

## II. EXIT SURVEYS

### A. The Process

UVM asks departing faculty and staff to participate in exit surveys. In general, the exit survey process is designed to collect information regarding the reasons for the departure; the quality of the work environment, including collegiality and supervision; the adequacy of resources, including for professional development or training, and issues related to campus climate. The data will be used to identify areas for unit and institutional improvement and to seek to enhance job and workplace satisfaction for UVM personnel.

Employees may participate in the exit survey process by means of an online survey (submitted anonymously or otherwise, at the employee's election) and/or to have an interview with the Associate Provost for Faculty Affairs (faculty) or a designated HRS representative (staff). Employees are asked to submit the surveys no later than thirty (30) days after the last date of employment. Interviews should be conducted during the last week of employment when feasible.

The Office of the Dean of the Graduate College administers an exit survey process for postdoctoral fellows, which encourages the fellows, their faculty advisors and/or department administrators to complete a brief online survey within thirty (30) days of the fellow's departure. The data assist faculty with tracking of postdoctoral fellows as they progress through their careers (if the fellow self-identified), and utilizing the information for enhancement of the postdoctoral training experience.

#### B. Use of the Data

The Associate Provost for Faculty Affairs (faculty) or the Executive Director for Benefits & Employee Operations (staff) will review the information gathered in a timely manner. Their offices respectively will aggregate the data periodically to seek to identify discernible trends and areas of satisfaction and dissatisfaction. They will issue reports of such assessments no less than once every two years to the Provost and Vice President for Finance and Administration jointly.

The data will be maintained centrally and confidentially to the maximum extent allowable by law. If, during the survey or separation process, the employee asserts that rights have been violated, the employee will be strongly encouraged to contact one of the offices identified in the survey. In addition, allegations of unlawful activity will be acted upon immediately, and investigated insofar as reasonably possible based on the report received. Aggregate data may be shared with Deans/VPs for their assessment of trends and decision on future actions (*i.e.*, high turnover in a specific area might warrant administrative inquiry into the workplace climate)

## Definitions

*Resignation:* A voluntary separation from employment by a faculty or staff member, other than retirement.

*Retirement:* A retirement occurs when a faculty or staff member who meets the eligibility criteria for retiree benefits from UVM voluntarily ends employment.

## Contacts/Responsible Official

Questions related to the daily operational interpretation of this policy should be directed to Unit/Department HRS representatives.

The Chief Human Resource Officer is the official responsible for the interpretation and administration of this procedure.

## Forms

None

## Related Documents/Policies

Collective Bargaining Agreements

<https://www.uvm.edu/hrs/labor-employee-relations>

Staff Handbook

<https://www.uvm.edu/hrs/handbooks-policies>

University and University Officers Manual

[https://www.uvm.edu/sites/default/files/UVM-Faculty-Affairs/University\\_Manual\\_0.pdf](https://www.uvm.edu/sites/default/files/UVM-Faculty-Affairs/University_Manual_0.pdf)

## **Effective Date**

Approved by the Vice President for Human Resources, Diversity and Multicultural Affairs  
August 16, 2017

Responsible official officially changed from the Vice President for Human Resources, Diversity and Multicultural Affairs to the Vice President for Finance and Treasurer on May 1, 2020

Responsible official officially changed from the Vice President for Finance and Administration to the Chief Human Resource Officer October 3, 2022