



Introduction

Employees may off-board due to voluntary or involuntary reasons. Within your leadership role you are responsible for ensuring that off-boarding goes well for the exiting individual and minimize risk to the University.

We want former employees to continue to be brand ambassadors for UW-Stevens Point. The way individuals are treated when they decide to leave sets the tone for how they talk about the University during and after their exit. Former employees can be great sources for referrals for prospective employees. Individuals may plan to provide service after their departure as an Emeritus or Volunteer or may decide they want to return as an employee. Therefore, creating a professional, understanding, and smooth exit for a departing individual is imperative.



This guide, the employee's guide, and checklists support you to create a transition that goes as smoothly as possible for you, the individual, your department, and the University.



Review all resources through the [Off-boarding webpage](#) for the most effective off-boarding.

Voluntary Resignations

Employees resign for a variety of reasons, whether it is positive or negative. The reason an employee is resigning is a personal decision, and they have the right to share their reason or to keep it private. Voluntary resignations include individuals who are transferring departments or to another state institution or agency.

Employees are encouraged to give as much separation notice as possible and professional standards are provided. The professional standards are recommendations and there is no obligation to provide a specific amount of notice.

Retirees

Voluntary resignations also include individuals who are retiring from the University.

An individual's retirement date may be shared with particular UWSP departments upon formal notification (written notice of retirement and date). Professional standards of notice to the supervisor is six (6) to nine (9) months from the expected last day worked or as soon as the last day worked is determined by the individual. Discussions with an HR representative regarding retirement planning is not considered notice of retirement. It is the employee's responsibility to notify the supervisor of resignation, including retirement.

Retirees may or may not want to communicate publicly that the reason for resignation is retirement. This is a personal preference, and respect should be given for an individual's choice. As with any resignation, department transitions and filling the position can be started as soon as you receive approval to fill the position.

Before having a retiree party, sending around a thank you card to be signed, or another public acknowledgement about retirement, speak with the individual to find out if they want recognition. If yes, verify the type of acknowledgement they prefer. We want to respect and honor our retirees for their years of service, which includes respecting their wishes for privacy if that is their preference.

Note: Although an employee may not wish to make their retirement public, "Retiring" must be selected on the Resignation e-Form to be processed as a retirement.

Emeritus or Volunteer Appointments

Depending on the individual's retirement status, the retiree may be interested in becoming a(n) Emeritus or Volunteer. If you are interested having the individual continue to provide service to UWSP after their retirement, please review your internal department guidelines (if the individual is a faculty member) and contact HR to discuss eligibility and the process.

Employee Taking a New Position within UWSP

An employee may decide to take on a new role within your department or leave your department and stay within UW-Stevens Point. Employees may change roles/departments for a variety of reasons. As an institution, we support employees' preferences and desires to change roles, careers, and/or departments.

If an individual is taking a new position within UWSP, please ensure the employee receives the Changing Roles or Departments within UWSP Checklist for Faculty and Staff located on the [Off-boarding webpage](#).

Employee Notification of Resignation

Employees may provide you notice verbally as an initial step to provide notice. Employees should submit a written resignation via the [eResignation form](#). Upon receipt of the form, review it. If you require clarification or updates, you may route the form back to the employee. If the form looks accurate based on verbal information provided and/or you do not have any clarification items, acknowledge/submit the form. The form will route to the supervisor(s) including the division leader (or Chancellor if Chancellor is the direct supervisor's supervisor). For the full notification details, see the workflow located on the [Off-boarding webpage](#).

If you receive a resignation letter outside of the [eResignation form](#), submit it using the [eResignation form](#).

I'm filling this form out for		Myself	Someone Else
Employee			
Name	Search for user	If not listed in dropdown, fill in employee name here	
EmplID			
Resignation Information			
Leaving multiple positions	Yes	No	Unsure
Supervisor	Search for user		
UW System Title Resigning From (as shown Job Title within HRS under your Manager Self-Service actions, such as time or leave approval areas)			
Department	Choose...		
Division	Select...		
Department chair/dean/director	Search for user		
Expected last day worked			
Are you aware if the employee has spoken with payroll about their leave balances or if the employee's last day worked has occurred have you spoken with payroll?	Yes	No	
Using leave balance to extend last day on payroll	Yes	No	
Reason for resignation	Choose...		
Resignation Documents	If you wish to add a resignation letter, etc. you may attach it here		
Add Document			
Submit			
<input type="button" value="Submit"/> <input type="button" value="Cancel Changes"/>			

If you choose to ask the individual why they are leaving, let them know that sharing their reason is completely optional and encourage them to do an exit interview (an invitation to the employee to do an exit interview will be provided during the eResignation form process).

Involuntary Termination

Involuntary terminations need to be coordinated with an HR professional. If you have not already contacted HR, do so before going any further. In situations of involuntary termination, the employee's offboarding responsibilities become your responsibilities.

Prior to giving the termination notice to the employee, review both the Leadership Checklist for Employee Off-boarding and the Off-boarding Checklist for Faculty and Staff to determine which checklist to complete. In some situations, you may only need to complete the leadership checklist. Depending on the employee's role, you may need to complete the full Off-boarding Checklist for Faculty and Staff to ensure all items are transitioned effectively.

Both checklists are located on the [Off-boarding webpage](#).

Prior to giving the termination notice to the employee, use the guide which is most appropriate to ensure all aspects of departure are completed. If using the Off-boarding Checklist for Faculty and Staff, you are encouraged to sign in the employee's spot or indicate N/A.

Employee Death

In the event that an employee passes away, contact HR at 715-346-2606 for support and guidance.

Communicating an Employee Departure

You will want to communicate to your department, other colleagues, associates, and vendors about an individual's departure. For voluntary resignations, upon notice, discuss with the employee how they prefer the communication to occur (from them or you).

All communications about a departure should be professional. You may choose to include a 'thank you' for service/accomplishments of the individual. If you know the reason, even if it is positive, do not share why the individual is leaving. It is the individual's choice to share that information with others and we want to respect that. If known or applicable, include who the new contact person is for the role or duty and the effective date for when the "new" person becomes the official contact.

Information Access

Ensuring confidentiality and security is a priority when an employee is departing. There are a number of tasks outlined within the off-boarding checklists to support these priorities.

When the departure is foreseen, ensure:

- Any institutional/business records or information are transferred to the appropriate department member(s) prior to the employee's last day worked
- All communication of the employee's departure to customers, vendors, etc. is completed in a timely manner

When an employee leaves unexpectedly, the department may need access to an employee's OneDrive and/or email account. If access is needed, contact [HR](#) outlining the access needed (i.e. OneDrive, email, or both). The Chief Human Resources Officer or Human Resources Manager will review and give approval as necessary. Access may be limited for a certain timeframe (see [Information Technology Off-boarding related policies](#)). Within the timeframe a department may move/copy any necessary emails for long-term storage and ensure full communication regarding the personnel change.

Exit Interviews

Employees who hold an ongoing position are invited to complete an exit interview. Individuals who have a short-term appointment may also provide feedback if they choose to do so. To maintain confidentiality, exit interview feedback is compiled and shared with the department, college, and/or unit in aggregate format. If you have low turnover in your department/college/unit, you may not receive feedback often. Formal complaints (ex. Harassment/discrimination) made by an exiting employee will be reviewed timely and in accordance with the formal complaint process.

Questions?

Please contact:

Human Resources

Hr@uwsp.edu

715-346-2606