

Employee Resignation Procedures

1. Employees who are resigning from their position with the University must provide advance notice in order to leave in good standing.
 - a. AFSCME-represented employees are encouraged to provide two (2) weeks written notice to their supervisor.
 - b. Classified employees must provide at least two (2) weeks written notice to their supervisor. In certain circumstances, Classified employees may be asked to provide thirty (30) days advance notice, at the discretion of their supervisor or Director.
 - c. Executive and Professional Administrative staff must provide at least thirty (30) days advance written notice to their supervisor.
 - d. Faculty members are encouraged to provide *at least* ninety (90) days advance written notice. Faculty are expected to complete the academic year in which the notice is given.
 - e. Sworn Police Officers and others subject to the Memorandum of Understanding with the Fraternal Order of Police must provide at least two (2) weeks written notice to the Chief of Police or their designee.
 - f. Contractual employees should provide a minimum of two (2) weeks notice to their supervisor, unless the contract specifies otherwise.
2. Employees who are resigning should first have a conversation with their supervisor, indicating their intent to resign, including the effective date.
 - a. Employees are discouraged from utilizing leave during their notice period, with certain exceptions. Leave taken during the notice period must be submitted and approved in advance. Previously approved leave that is occurring during the notice period but was submitted prior to the resignation notice may be re-evaluated to ensure the continuity of business operations and the opportunity for knowledge transfer.
3. After informing the supervisor of the resignation notice, the departing employee should email their supervisor a copy of their resignation notice with the final date of employment specified. The supervisor should submit the employee's resignation notice to the Office of Human Resources using the web form found on this [page](#).
 - a. Employees who have provided their resignation notice may receive an email from the Office of Human Resources with a link to a web form. Employees should use that form to provide any relevant (or forwarding) information prior to their departure.
 - i. Employees who are leaving Morgan to work at another state agency should provide the contact information for the Benefits Coordinator of the other State agency on the web form. This will allow Human Resources to coordinate the transfer of benefits and/or leave balances, in accordance with established policy and practice.
 - ii. Generally speaking, an employee who leaves MSU to work for another State agency without a break in service will be considered a transfer. Departing employees who leave to work for another State agency with a break in service, may be considered a new employee of the next State agency, which could impact benefits, leave, and retirement.

- iii. Use the web form to inform us of any updated and/or forwarding address, email address, and phone number.
 - iv. The Office of Human Resources may send an Exit Interview Questionnaire so that employees leaving MSU have an opportunity to provide feedback about their employment experience. If you would like to schedule an appointment with the Office of Human Resources in lieu of, or in addition to, the Exit Interview Questionnaire, please reach out to ohr@morgan.edu.
4. The employee is responsible for resolving any outstanding debts to the University and returning all University property prior to or on their last day of work. Failure to resolve any outstanding debts or return University property may result in an outstanding debt obligation to Morgan State University and/or the State of Maryland.
- a. The employee should coordinate with their supervisor to identify and document all returned equipment. Equipment may include keys, a laptop, a cell phone, an access badge, a parking pass, credit/purchase cards, and receipts for purchases, among other items. In some cases, University property may be returned to the supervisor. The supervisor may direct the employee to return the property to a specific department. Employees should document the return of University property on the Return of Property form.
 - i. Physical door keys should be returned to the Locksmith. Be sure to sign for the return and obtain a receipt.
 - ii. In some cases, monthly equipment charges will continue to be incurred by the department in possession of the equipment, if not returned to the appropriate issuing department (i.e., mobile phones).
 - b. The employee is responsible for settling any outstanding debts to the University. The employee may reach out to the Office of the Registrar, the Office of the Comptroller, and/or the Bursar's Office to confirm whether or not there are any outstanding balances due.
 - c. Any final expense reimbursement forms must be submitted with all appropriate documentation/receipts prior to the last day worked.
5. The employee is responsible for the completion of their final timesheet. Failure to complete the final timesheet may result in a delay in receiving their final paycheck.
6. Departing employees are encouraged to read through the FAQs document on this [page](#) for additional important information pertaining to benefits, retirement, leave, and final pay.