

Missouri Western State University  
**Employment Separation Procedures**  
**Employment Policies**  
Approved: 11/07/2017

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Effective July 1, 2016; revised November 7, 2017

Each employee assumes the responsibility of providing adequate notice of voluntary resignation or retirement. The University considers the following as appropriate notice:

Each employee not on contract is expected to provide at least two weeks notice.

Non-teaching University employees on contract are expected to provide 60 days notice.

Teaching University employees on contract are expected to provide 60 days notice and are expected to honor the duration of their contracts.

Extenuating circumstances should be discussed with the employee's immediate supervisor. A written notification of resignation stating the effective date and reason for resignation should be submitted to the immediate supervisor. Copies should immediately be forwarded to appropriate Vice President, and Dean or Director, and Office of Human Resources.

In order to be eligible for Missouri Western retiree benefits, you must be eligible to retire under the MOSERS plan in which you participate. If you participate in CURP, you must qualify using one of the following options (*retirement eligibility of the MOSERS MSEP & MSEP2000 plans*): 1) age 62 with 5 years of service; 2) age 60 with 15 years of service; 3) at least age 48 with the sum of your age and credited service equaling 80 or more; or 4) your normal retirement age under the Social Security Act. *Retiree Benefits are listed in the "Benefits for Employees" policy.*

Upon notice, an Employee Separation Checklist will be completed by the Office of Human Resources. The Employee Separation Checklist must be completed satisfactorily with all charges/materials due to the University paid/returned no later than the last day of employment and prior to meeting with the Benefits Coordinator to finalize their separation process. Final payroll checks may be held until all employee-related debts to the University have been satisfied and all University property returned. This final check may be a physical check and not direct deposited.

Official policy states that employee benefits will cease at the end of the month of an employee's termination. Faculty who complete their academic contract and are enrolled in employee benefits, will be entitled to benefit coverage through July 31st. Benefits for faculty terminating at the end of the fall semester continue through December 31st of that academic semester.

If an employee is rehired by MWSU within three months, their sick, personal days and bereavement leave balances will be reinstated from the previous period of employment along with their level of vacation accrual. If rehired after three months, sick, personal days and bereavement leave accrual will start over and the level of vacation accrual will be the same as a new hire.

An employee is entitled to payment for any earned, unused vacation in addition to their regular pay at the time of separation with their final regularly scheduled payroll. Employee must be present and working on actual last day of employment, and meet with the Benefits Coordinator to finalize their separation process.