

Exit Procedures

Exit Interview

Both terminating and terminated employees are to schedule an appointment with a member of the Business Office to discuss exit arrangements prior to the last day of work or before issuance of the final paycheck.

Return of University Property

All University property, including keys issued during employment and charge cards, must be returned, and any outstanding debts to the University paid prior to the release of the final paycheck. The person in charge of human resources will verify that all keys have been collected and that all debts to the University have been paid.