

# STOCKTON UNIVERSITY



## PROCEDURE

### Exit Interview

Procedure Administrator: Director of Human Resources

Authority:

Effective Date: August 27, 1976; February 25, 1977; May 30, 2009; November 23, 2010

Index Cross-References:

Procedure File Number: 6146

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. EMPLOYEES COVERED: All Employees

II. PURPOSE:

The exit Interview is a meeting with a representative of Human Resources for the purpose of discussing the impact the employee's separation has on the employee's pension, health benefits, vacation, etc. All COBRA benefits are explained to the employee to ensure continuation of medical benefits.

In addition, all individuals separating from the University are required to return all items/materials issued while in the service of Stockton University. Upon giving notice to the Department, employee should contact Human Resources to arrange an exit interview and return of University property.

III. PROCEDURE:

A. Employee:

1. It is the responsibility of the employee to ensure that all property is returned to their department, as well as their identification card.
2. Upon giving notice of resignation, or retirement, employees are required to contact Human Resources. Human Resources will send the employee an exit interview clearance form.
3. Employee must return all University property (including, but not limited to the following) on or before the final day of employment:  
Tools            Keys    Uniforms    Cell phones            Laptop/PCs  
Pagers            Library Materials    Manuals

B. Supervisor:

1. It is the responsibility of the supervisor to assure that all property has been given to you or forwarded to the appropriate department. The completed and signed Exit Interview Clearance Form forms should be sent to the Office of Human Resources with all identification cards on or before the last day of employment.

Approval History:

	Date
President	11/23/10