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*The Office of Human Resources*

**Employee Separation Guide**

***Separation of Employment:***

Separation from employment may result from layoff, resignation, retirement, completion of a time-limited appointment, non-renewal of an employment contract, or discharge. Separation may also occur when an employee transfers from one department, division, unit, or position to another within the University.

Employees intending to resign/retire are asked to write a letter of resignation/retirement to the President with a copy to the department head, the Office of Human Resources and the Executive Cabinet members no later than two weeks before the date of resignation/retirement. Administrators and supervisory personnel are requested to give thirty (30) day notice.

 **Voluntary Separation Involuntary Separation**

|  |  |
| --- | --- |
| **Employee Responsibility**  * Separation Letter ( resignation, retirement etc.)Employee submits separation letter
* [**Exit Interview**](https://www.mvsu.edu/sites/default/files/mvsu_employee_exit_interview_form_revised_3-16-22.pdf)  (Complete form and return to HR)
* Return all University Property

(Keys, Laptops, ID Badge, phones, uniforms etc.)* Review attached Benefits /COBRA Guide
* Complete attached Benefits/COBRA Forms as needed
* Complete the [**Personnel Release Form**](https://www.mvsu.edu/sites/default/files/personnel_release_-revised_3-15-2022_0.pdf)

**Employer Responsibility*** Complete the [**PC05SF** (Short Form)](https://www.mvsu.edu/sites/default/files/pc05sf_revised_6-20-17_0.pdf)immediately **(Completed by Department Head)**
* Ensure that all access to computer systems, sensitive information, buildings, rooms, keys, and any other access granted by virtue of the employee’s employment is returned, deactivate all existing user accounts, etc.
* Provide options for benefits and continuation of benefits (COBRA)
 |  **Employee Responsibility** * Employee receives separation letter
* [**Exit Interview**](https://www.mvsu.edu/sites/default/files/mvsu_employee_exit_interview_form_revised_3-16-22.pdf)(Complete form and return to HR)
* Return all University Property

(Keys, Laptops, ID Badge, phones, uniforms etc.)* Review attached Benefits/COBRA Guide
* Complete attached Benefits/COBRA Forms as needed

**Employer Responsibility*** Complete the [**PC05SF** (ShortForm**)**](https://www.mvsu.edu/sites/default/files/pc05sf_revised_6-20-17_0.pdf)immediately **(Completed by Department Head)**
* Complete the [**Personnel Release Form**](https://www.mvsu.edu/sites/default/files/personnel_release_updated_10.19.2020_1.pdf) **(Completed by Department Head)**
* Ensure that all access to computer systems, sensitive information, buildings, rooms, keys, and any other access granted by virtue of the employee’s employment is returned, deactivate all existing user accounts, etc.
* Provide options for benefits and continuation of benefits (COBRA)
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 For more information, contact the Office of Human Resources at 662-254-3531 or visit us @ [**www.mvsu.edu**](https://www.mvsu.edu/)**.**

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*The Office of Human Resources*

**Benefits COBRA Guide**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This guide describes Mississippi Valley State University’s benefits in which you were enrolled as an employee and includes information on the following:

**BENEFITS:**

 **Note:** Your current benefit coverage(s) will end ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If electing continuation of coverage through COBRA, coverage election must take place by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_Blue Cross Blue Shield of MS - COBRA benefits managed by BCBS of MS

\_\_\_\_\_ Delta Dental - COBRA benefits managed by Isolved Benefits Services.

\_\_\_\_\_\_Ameritas Dental - COBRA managed by Mississippi Valley State University Human Resources

\_\_\_\_\_\_EyeMed Vision – COBRA managed by Mississippi Valley State University Human Resources

\_\_\_\_\_\_Life Insurance - Mississippi State and School Employees’ Life Insurance Plan (Minnesota Life)

* + Portability Election Form (Complete if elected to continue coverage)

 Portability Instructions

\_\_\_\_ Public Employee Retirement System (PERS)

* + Member Refund Application
	+ Rollover Distribution Election Application (If rollover is your choice, both membership and rollover refund election distribution application must be completed)

\_\_\_\_\_ Optional Retirement Plan (ORP)

 \_\_\_\_\_VOYA (formerly ING)

 \_\_\_\_\_TIAA CREF

 \_\_\_\_\_VALIC

\_\_\_\_\_Tax Sheltered Annuities

 \_\_\_\_\_ AXA Equitable Life

 \_\_\_\_\_TIAA CREF

 \_\_\_\_\_VALIC

\_\_\_\_\_MS Deferred Compensation

\_\_\_\_\_ SABC \_\_\_\_Health Spending Account \_\_\_\_ Dependent Care Spending Account

\_\_\_\_\_Supplemental Insurances

 \_\_\_\_\_ American Fidelity (Life)

 \_\_\_\_\_ AFLAC (Life)

 \_\_\_\_\_ AFLAC (Accident, Cancer, Critical Illness, Disability, Hospital)

 \_\_\_\_\_ American Fidelity (Accident, Cancer, Critical Illness, Disability, Hospital

 \_\_\_\_\_ Final Leave Pay (Separation Leave Pay out and Terminal Pay)

An eligible employee separating from employment is paid in a lump sum for the unused portion of earned personal leave time, not to exceed 240 hours (30 days), unless transferring to another state agency in Mississippi. Unused personal leave in excess of 240 hours will be forfeited by an employee participating in the Optional Retirement Plan. An eligible employee must have met all clearing requirements.