

# BOUVÉ COLLEGE OF HEALTH SCIENCES

## DIRECTIONS – VACATING A POSITION

- 1. Intent to resign, retire or terminate communicated well in advance of end date between employee and supervisor. Supervisor or unit/department head provides employee with **Employment Separation Information** sheet available on HRM's web site.  
<http://155.33.32.224/hrm/Employment%20Separation%20Information.pdf>
- 2. Letter of Resignation submitted by employee noting last day of work. Letter should also include the number of earned, unused vacation days [if applicable] employee should be paid for in final paycheck for supervisor verification.  
(OR Letter of Termination by supervisor/unit head after consultation with HRM)  
(OR Letter of Intent to Retire from employee after consultation with Benefits)
- 3. **HR/Payroll Action Form** is completed on line by unit/department, printed, and signed by supervisor or unit/department head. The form, along with the original letter, is forwarded to Key Contact (Jacie) for Dean's authorization and further processing. They should be forwarded at least 2 weeks prior to last work day to ensure last paycheck is processed accurately.  
[http://155.33.32.224/hrm/forms/HR\\_Payroll\\_Action.pdf](http://155.33.32.224/hrm/forms/HR_Payroll_Action.pdf)
- 4. **Employment Separation Checklist** provided on HRM's web site is completed with employee and unit/department head, signed Intent to resign, retire or terminate communicated well in advance of end date between employee and supervisor  
[http://155.33.32.224/hrm/EE%20Separation%20Checklist%2012\\_05.pdf](http://155.33.32.224/hrm/EE%20Separation%20Checklist%2012_05.pdf)
- 5. If the vacant position is to be filled, a **Recruiting & Posting Request form** is completed and forwarded to Key Contact (Jacie) via e-mail to begin the recruiting process. Unit/department head petitions Dean [Steve Zoloth] for permission to replace and receives e-mail confirmation.  
<http://155.33.32.224/hrm/Recruiting%20and%20Posting%20Request%20UNIT.doc>