

Office of Human Resources
Guidelines for Staff & Faculty Leaving UMass Dartmouth Service
March 15, 2019

As you leave the University of Massachusetts Dartmouth to start a new chapter in your life, there are responsibilities you have to ensure a successful employment separation process.

It is the intention of the Office of Human Resources to ensure employee separations are facilitated in a professional manner with minimal disruption to the campus community. This guide and the exit checklist are to provide you with the tools to help manage your exit from the University.

Employee Guidelines:

- The last physical day of work will also be the last day of employment.
- You can not remain on payroll after your last physical day at work in order to use accruals such as vacation time. Accruals (vacation, sick, personal time) cannot be used to extend employment.
- Any time off including vacation and personal days should be scheduled prior to the last physical day on campus.
- Vacation balances (and compensatory time balances— for hourly employees) are paid out in the paycheck following your final paycheck. Personal and Sick Leave days are forfeited upon resignation. Retirees receive a payout of 20% of their sick leave balance.
- Sick time must only be used in cases of genuine illness. The Office of Human Resources reserves the right to request medical documentation if it is suspected sick time is being abused. Please see the University Fraud Policy: <https://www.umassd.edu/policies/active-policy-list/business-and-finance-operations/fraudulent-financial-activities-policy/>.

Manager Responsibilities:

- ✓ Ensure that employees are not using sick time fraudulently to extend their last day of employment. Managers will be held accountable if he/she approves an employee's time that was entered fraudulently.
- ✓ Ensure that all University property (keys, phone, laptop, pro-card, ID) is obtained from the employee on their last day of work and returned to the appropriate department.

Resignation

Employee Checklist:

- ✓ Submit a letter of resignation to your direct supervisor, with a copy to the Dean (if applicable) and the Office of Human Resources. Resignation letters must be signed and include the last physical day of work. Provide as much notice as possible. The two-week notice is the standard as a professional courtesy. If you are in management role, the standard notice is at least three to four weeks. For executive level or senior management roles, at least four weeks or more notice should be provided.

- ✓ Contact the Office of Human Resources to arrange an exit interview. You will meet with your area's HR Generalist who will discuss what will happen with your benefits and give you other useful information on exiting.

❖ **For Faculty:**

Salary payout: Faculty who are resigning will be offered these options:

- **Option A** –Faculty will be paid out in one lump sum at the end of the academic year in the paycheck following May 31st. The effective date of resignation will be May 31st.
- **Option B** – Faculty who leave after the fall semester has completed but before the spring semester has commenced will be paid out in one lump sum in the paycheck following December 31st. The effective date of resignation will be December 31st.

The university will not entertain resignations by faculty that occur mid-semester as it is too disruptive to students and scheduling.

Retirement

Please note that you can retire *only* if you meet the eligibility requirements as a Massachusetts state employee. To be eligible, you must have at least 10 years of full-time service with the state and have reached age 55 (if hired before April 2012) or age 60 (if hired after April 2012), or at any age with 20 years of full-time service.

If you do not meet the retirement eligibility, your exit from the university will be treated as a resignation.

Employee Checklist:

➤ **1 year prior to retirement:**

- ✓ If you are eligible for the Faculty Federation or ESU Retirement Incentive, your intent to retire letter must be submitted at *least one year* before the date of retirement. Please see the [union agreement](#) for further details.
- ✓ The intent to retire letter will need to state your retirement date, be addressed to the Chancellor, with a copy to your Dean/Division Head, department head/chair, and the Office of Human Resources.

➤ **3 months prior to retirement date:**

- ✓ If you have not already done so, please submit an intent to retire letter to your direct supervisor, with a copy to the Dean (if applicable) and the Office of Human Resources. Letters must be signed and include the last physical day of work.
- ✓ Contact the Benefits Specialist in the Office of Human Resources to arrange a retirement meeting. This must happen at least 3 months before your date of retirement. The Benefits Specialist will assist you in completing forms to make the necessary changes to your health and other insurances and discuss other benefits.
- ✓ Contact the State Board of Retirement / Optional Retirement Plan administrator to submit your application to retire.

- ✓ Go to your local Social Security Office to apply for Medicare Part A&B (*if you are at least age 65 and are eligible for Medicare – please check with the SSA.*)

❖ **For Faculty:**

Salary payout: Faculty who are retiring will be offered these options:

- **Option A** - The effective date of retirement will be May 31st. Faculty will be paid out in one lump sum at the end of the academic year in the paycheck following May 31st. This option provides for a full year of creditable service (Sept 1st thru Aug 31st) as retirement deductions are taken from summer payout.
- **Option B** - The effective date of retirement will be August 31st. Faculty will be paid out in one lump sum at the end of the academic year in the paycheck following August 31st. This option is only available if it results in a positive impact on the faculty member's pension by achieving a milestone birthdate between June 1st and August 31st. In this case, the faculty member must provide written proof from the Massachusetts State Board of Retirement confirming the higher pension percentage.
- **Option C** – Faculty who choose to retire after the fall semester has completed but before the spring semester has commenced will be paid out in one lump sum in the paycheck following December 31st. The effective date of retirement will be December 31st.

The university will not entertain retirements by faculty that occur mid-semester as it is too disruptive to students and scheduling.

Useful Contact Information

- For further questions please contact the Office of Human Resources.
 - For resignation questions x8060
 - For retirement questions x8045
- Massachusetts State Retirement Board: Tel. 617-367-7770
<http://www.mass.gov/retirement>
- Optional Retirement Plan: Tel. 617-994-654
<http://www.mass.edu/forfacstaff/orp/home.asp>
- Group Insurance Commission (GIC): Tel. 617-727-2310
<http://www.mass.gov/anf/employee-insurance-and-retirement-benefits/retirement>