



Office of Human Resources
Employee Separation Manual



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OVERVIEW

This document outlines the Office of Human Resources (HR) revised protocols for involuntary and voluntary separations at Bowie State University (BSU). These updates ensure compliance with University System of Maryland (USM) policies, employment laws, support effective coordination across departments, and promote respectful and secure transitions for separating employees. These protocols are to be observed for the following groups of employees:

- Regular PIN Employees (Staff & Tenured Faculty)
- Contingent II Employees & Longterm Contractual Staff
- Contingent I Employees
- Adjunct Professors*

INVOLUNTARY SEPARATION PROTOCOL

Types of Involuntary Separation:

- Termination for Cause
- Resignation in Lieu of Termination
- Failure to Pass Probationary Period
- Layoff or Job Abolishment

Relevant Policies:

- [USM Policy VII-1.21, Probation for Regular Non-Exempt and Exempt Staff Employees](#)
- [USM Policy VII-1.23, Separation of a Non-Exempt Staff Employee](#)
- [University Policy 07-01.22, Separation of Regular Exempt Staff Employees](#)
- [USM Policy VII-1.30, Layoff for Non-Exempt Staff Employees](#)
- [USM Policy VII-1.32, Layoff and Recall of Regular Exempt Staff Employees](#)

Termination Steps

Prior to initiating involuntary separation, the department head or supervisor must consult with the Labor and Employee Relations Manager (LERM) in the Office of Human Resources. Once the LERM or HR designee reviews and concurs that involuntary termination is warranted, the process will proceed.

1. **Preparation of Termination Letter** – Supervisor reviews the letter from the LERM and adds letterhead and signature.
2. **Termination Meeting** – Conducted in person with HR representation in attendance. Typically, the supervisor conducts the termination meeting with the LERM present. Public safety will be notified of the termination meeting.

3. **Notifications** – LERM notifies HR Staff Assistant, who is responsible for notification to key stakeholders (*HR Team, Division of Information Technology (DoIT), Payroll, Asset Management (AM), the Bulldog Card Office, Procurement, Facilities*), regarding the employee's separation details and the disabling of system access.
4. **Property Return and Documentation** – Supervisor or designee ensures all assets are returned to Asset Management (AM). If the employee doesn't have one or more items on campus, it is the employee's responsibility to schedule time to drop them off with the supervisor or designee. Supervisors should notify employees that AM and DoIT will take action if university property is not returned by the assigned deadline. AM/ DoIT confirm and log returns with their respective areas.
5. **Personal Belongings** – Employees should take all personal items upon their departure. If property is not collected after a reasonable amount of time, employee property may be shipped to the employee or disposed of, at the University's discretion.
6. **Exit Interview** – Not conducted for involuntary separations.

VOLUNTARY SEPARATION PROTOCOL

Types of Voluntary Separation

- Retirement
- Resignation
- Non-renewal of Contract

Termination Steps

When a supervisor receives notice of the impending departure of an employee, the following should occur:

1. **Initial Notification** – Supervisors should notify HR immediately upon learning of the employee's separation via humanresources@bowiestate.edu with subject *RE: Employee Separation* and include the employee's resignation letter as an attachment.
2. **Notifications** – The HR Staff Assistant will notify key stakeholders (*HR Team, Division of Information Technology (DoIT), Payroll, Asset Management (AM), the Bulldog Card Office, Procurement, Facilities, etc.*), regarding the employee's separation details and the disabling of system access.
3. **Exit Checklist** – The HR Staff Assistant will provide a detailed guide regarding the exit process for employees and supervisors.
4. **Property Return and Documentation** – Supervisor or designee ensures all assets are returned to Asset Management. Supervisors should notify employees that AM and DoIT will take action if university property is not returned by the assigned deadline. AM/ DoIT confirm and log returns with their respective areas.
5. **Exit Interview** – Conducted by Learning & Development Manager. Exit data will be completed electronically to generate quarterly reporting information.
*Only for Regular Faculty, Regular Staff, and Contingent II Employees.
6. **Asset Recovery Enforcement** – If BSU property is not returned, AM and/or DoIT will file a police report with Campus Safety and PG County Police documenting the property as stolen.

SEPARATION CHECKLIST: Supervisor Responsibilities

Supervisors play a critical role in ensuring a smooth and compliant separation process. This guide outlines the revised protocols for supervisors regarding **involuntary** and **voluntary** separations at Bowie State University (BSU).

Involuntary Separation

Termination Steps

- ☐ **Pre-Action Consultation**- Prior to initiating an involuntary separation, the department head or supervisor must consult with the Labor and Employee Relations Manager (LERM) within Human Resources. Once the LERM or HR designee reviews and confirms that involuntary termination is warranted, the process will proceed.
- ☐ **Preparation of Termination Letter** – Supervisor reviews the letter from the LERM and adds letterhead and signature.
- ☐ **Termination Meeting** – Conducted in person with HR representation in attendance. The supervisor conducts the termination meeting with the LERM or HR designee present.
- ☐ **Property Return and Documentation** – Supervisor or designee ensures all assets are returned to Asset Management. If the employee doesn't have one or more items at the termination meeting, it is the employee's responsibility to schedule time to drop them off with the supervisor or designee. Supervisors should notify employees that AM and DoIT will take action if university property is not returned by the assigned deadline. AM/DoIT confirm and log returns with their respective areas.
- ☐ **Personal Belongings** – The terminated employee should take all personal items upon their departure. If property is not collected after a reasonable amount of time, employee property may be shipped to the employee or disposed of, at the University's discretion.
- ☐ **Coordinate Recruitment Needs** - If the position will be backfilled, the department head or supervisor should submit a job requisition in Workday to initiate the hiring process. Supervisors should also consider that duties may need to be temporarily reassigned to internal team members until the position is filled. You may email humanresources@bowiestate.edu for assistance.
- ☐ **Workday Task Re-Assignment** – In Workday, supervisors should ensure tasks are delegated or reassigned as needed. To do so, please send an email to humanresources@bowiestate.edu with the name of the separating employee and assignee, for completion of the request.

- ❑ **Manage Email and System Access** - Department head or supervisor should request access to the employee's network drives and email using their BSU NetID if necessary. For assistance, contact the **DoIT Help Desk**. Access may be granted for a maximum of 30 days, after which accounts will no longer exist.
- ❑ **Update Phone and Voicemail** - Supervisor or designee should reset the employee's phone password, caller ID and update the voicemail greeting as needed. For support, contact **DoIT Help Desk** at x2-4357 or helpdesk@bowiestate.edu
- ❑ **Finalize Timesheets** - Approve the employee's final timesheet. Double-check total hours worked during the final pay period. Note: Leave should not be taken during the last pay period unless approved by department's Vice President due to extenuating circumstances.

Voluntary Separation

Both Exempt & Nonexempt Employees should provide at least **14 calendar days'** written notice of their intent to resign.

Termination Steps

When a supervisor receives notice of the impending departure of an employee the following should occur:

- ❑ **Initial Notification** – Supervisor should notify HR via humanresources@bowiestate.edu with the *Subject: Employee Separation*, and the employee's resignation letter attached.
- ❑ **Exit Interview** – **Supervisor** should advise employees to [schedule](#) an Exit Interview via Calendly with L&D Manager or assignee before their last day of employment.
*Only for Regular Faculty, Regular Staff, and Contingent II Employees
- ❑ **Review Plan for Transition**
Before the employee's last day, supervisor should develop a transition plan to:
 - Reassign duties
 - Transfer knowledge or files
 - Provide training for other team members as needed
- ❑ **Review Assignments & Secure Confidential Materials** - Supervisor should ensure all work assignments are reviewed and retrieve any confidential university materials or information the employee may have access to.
- ❑ **Coordinate Recruitment Needs** - If the position will be backfilled, the department head or supervisor should submit a job requisition in Workday to initiate the hiring process. Supervisors should also consider that duties may need to be temporarily reassigned to internal team members until the position is filled. Please contact the Assistant HR Director for assistance.

- ❑ **Workday Task Re-Assignment** – In Workday, supervisors should ensure tasks are delegated or reassigned as needed. To do so, please send an email to humanresources@bowiestate.edu with the name of the separating employee and assignee, for completion of the request.
- ❑ **Manage Email and System Access** - Department head or supervisor should request access to the employee's network drives and email using their BSU NetID if necessary. For assistance, contact the **DoIT Help Desk**. Access may be granted for a maximum of 30 days, after which accounts will no longer exist.
- ❑ **Update Phone and Voicemail** - Supervisor or designee should reset the employee's phone password, caller ID and update the voicemail greeting as needed. For support, contact **DoIT Help Desk** at x2-4357 or helpdesk@bowiestate.edu
- ❑ **Finalize Timesheets** - Approve the employee's final timesheet. Double-check total hours worked during the final pay period. No leave can be taken during the final pay period unless they are retiring. Any outstanding holiday pay or annual leave will be paid out during the next pay period.
- ❑ **Property Return and Documentation** - Supervisor should ensure all assets are returned to Asset Management. Supervisors should notify employees that AM and DoIT will take action if university property is not returned by the assigned deadline. AM/ DoIT confirm and log returns with their respective areas.

Items Returned to Asset Management

- **Keys** – building, classroom, office, elevator, storeroom, desk, cabinets, lockers, equipment, vehicles
- **Purchase Cards/Diners Card** – Contact the **Procurement Office** at least **one week prior** to the employee's last day to schedule a final review
- **Office Equipment** – computer/laptop, tablet, printer
- **Communication Devices** – telephone, cell phone, walkie-talkie

Items Returned to Supervisor

- **Manuals, Books, Intellectual Property**
- **University-owned Materials** – books, supplies, or other items on loan
- **Communication Devices** – Walkie-talkie (*when purchased by department*)
- **Tools and Uniforms** (*when purchased by department*)
- **Name Badges**
- **Bulldog Card** (Supervisor should destroy the card or shred it)

SEPARATION CHECKLIST: Employee Responsibilities

Employees play a significant role in ensuring a smooth separation from the university. This guide outlines the revised protocols for employees regarding **involuntary** and **voluntary** separations at Bowie State University (BSU).

The following checklist outlines key responsibilities and actions to take prior to departure:

Involuntary Separation

For Involuntary Separations, employees should follow the instructions provided by their department head and HR regarding timing and procedures.

Voluntary Separation

Once an employee makes the decision to leave the University, the following actions should be taken prior to departure:

- ☐ **Submit Notice of Resignation** – to supervisor. **Both Exempt & Nonexempt Employees** should provide at least **14 calendar days'** written notice of their intent to resign.
- ☐ **Exit Checklist** – The HR Staff Assistant will provide a detailed guide regarding the exit process for employees and supervisors.
- ☐ **Meet with Supervisor** – Employee should discuss the status of work assignments and return or transfer any university-related materials and information.
- ☐ **Settle Outstanding Financial Obligations** – Employee should ensure that all financial matters with the university are resolved, including travel advances, Purchase card balances, tickets, and reimbursements.
- ☐ **Update Contact Information** - Employee should update the forwarding address and updated contact information **to both** Human Resources and the Central Payroll Bureau to ensure timely delivery of final documents and tax forms.
- ☐ **Return University Property** – Employee must return all university and departmental property to their supervisor or designated staff member.

Items to be Returned to Supervisor or Designee

- **Keys** – building, classroom, office, elevator, storeroom, desk, cabinets, lockers, equipment, vehicles

- **Purchase Cards/Diners Card** – Contact the **Procurement Office** at least **one week prior** to the employee's last day to schedule a final review and reconciliation of account.
 - **Office Equipment** – computer/laptop, tablet, printer
 - **Communication Devices** – telephone, cell phone, walkie-talkie
 - **Manuals, Books, Intellectual Property**
 - **University-owned Materials** – books, supplies, or other items on loan
 - **Communication Devices** –Walkie-talkie
 - **Tools and Uniforms**
 - **Bulldog Card or Name Badges**
- ❑ **Participate in the Exit Interview** – Employee should [schedule](#) via Calendly and participate in an Exit Interview with L&D Manager or assignee before the last day of employment.
- *Only for Regular Faculty, Regular Staff, and Contingent II Employees
- ❑ **Complete Final Timesheet** – Employee must submit a final timesheet and ensure it reflects actual hours worked. Employees are expected to work their final two weeks of employment. All leave remains subject to approval from their supervisor.
- ❑ **Remove Personal Belongings** – All personal items should be packed and removed by the employee's last day of work. Depending on the circumstances of separation, an appointment may be required with the employee supervisor to coordinate building access.

Unemployment Insurance Inquiries

Bowie State University does not administer unemployment benefits or make decisions regarding eligibility. All determinations are made by the Maryland Department of Labor, Division of Unemployment Insurance.

For questions about benefit eligibility or the status of a claim, please contact the Division directly on 667-207-6520.

PROCESS FLOW AT-A-GLANCE



Voluntary Separation Process

Types of Voluntary Separation:
Retirement | Resignation | Non-renewal of Contract

When a supervisor receives notice of the impending departure of an employee, the following should occur:

Initial Notification
Supervisors notify HR immediately via humanresources@bowiestate.edu, with the subject *RE: Employee Separation*, and attach the employee's resignation letter.

Offboarding Notification Process
The HR Staff Assistant will notify key stakeholders (HR Team, Division of Information Technology (DoIT), Payroll, Asset Management (AM), the Bulldog Card Office, Procurement, Facilities, etc.), regarding the employee's separation details and the disabling of system access.

Exit Checklist
The HR Staff Assistant will provide a detailed guide regarding the exit process for employees and supervisors.

Property Return and Documentation
The Supervisor or designee ensures that all assets are returned to Asset Management. Supervisors should notify employees that AM and DoIT will take action if university property is not returned by the assigned deadline.

Asset Coordination
AM confirms and coordinates return pickup with respective areas.

Exit Interview
Conducted by the Learning & Development Manager.
*Only for Regular Faculty, Regular Staff, and Contingent II Employees

Asset Recovery Enforcement
If BSU property is not returned, AM and/or DoIT will file a police report with Campus Safety and PG County Police, documenting the property as stolen.





Involuntary Separation Process

Termination Steps:

Prior to initiating an involuntary separation, the department head or supervisor must consult with the Labor and Employee Relations Manager (LERM) in the Office of Human Resources. Once the LERM or HR designee reviews and concurs that involuntary termination is warranted, the process will proceed.

Preparation of Termination Letter
Supervisor reviews the letter from the LERM and adds letterhead and signature.

Termination Meeting
Conducted in person with HR representation in attendance. Typically, the supervisor conducts the termination meeting with the LERM present. Public safety will be notified of the termination meeting.

Notifications
LERM notifies HR Staff Assistant, who is responsible for notification to key stakeholders (HR Team, Division of Information Technology (DoIT), Payroll, Asset Management (AM), the Bulldog Card Office, Procurement, Facilities), regarding the employee's separation details and the disabling of system access.

Property Return and Documentation
The Supervisor or designee ensures that all assets are returned to Asset Management (AM). If the employee doesn't have one or more items on campus, it is the employee's responsibility to schedule time to drop them off with the supervisor or designee.

Personal Belongings
Employees should take all personal items upon their departure. If property is not collected within a reasonable period of time, employee property may be shipped to the employee or disposed of at the university's discretion.

Exit Interview
Not conducted for involuntary separations.



WEBSITE

Employee Separation website

Workday Buildlog Connection MyBSU Library Directory Information For Give

ABOUT ADMISSIONS & AID ACADEMICS CAMPUS LIFE ATHLETICS ALUMNI



Employee Separation

Visit Apply Request Info

Human Resources

Job Openings

Why Work at Bowie State

Benefits & Wellness

Open Enrollment

Salary & Compensation

Employee Relations

Talent Acquisition

Learning & Development

Employee Recognition

Documents & Forms

New Hire Information

About Human Resources

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Understanding the Employee Separation Process

Bowie State University is committed to ensuring that all employee separations are handled with respect, clarity, and compliance. Our goal is to provide supervisors and employees with clear steps, information, and contacts to support a smooth transition whether voluntary or involuntary.

Contact Information

Involuntary separations
Robert Enderle – renderle@bowiestate.edu

Voluntary Separations
Takia Peden – tpeden@bowiestate.edu

Benefits
Anjanette Evans – eevans@bowiestate.edu

Exit Interviews
Mary Ogan – mogan@bowiestate.edu

Involuntary Separation Protocol

Voluntary Separation Protocol



Watch on YouTube

Overview

This report outlines the Office of Human Resources (HR) revised protocols for involuntary and voluntary separations at Bowie State University (BSU). These updates ensure compliance with University System of Maryland (USM) policies, employment laws, support effective coordination across departments, and promote respectful and secure transitions for separating employees.



How to start the Involuntary Separation Process

Termination Steps:

1. Supervisor identifies issue requiring separation.

2. Supervisor consults Labor & Employee Relations Manager (J.E.D.)