

# P-007 RIGHTS AND REQUIREMENTS OF PERSONNEL TERMINATING EMPLOYMENT

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Code: P-007

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Approved: C. Tisinger

## Southwest Minnesota State University Policy Rights and Requirements of Personnel Terminating Employment

1. To insure the rights of employees terminating their employment with Southwest Minnesota State University the Human Resources Office shall provide information relative to retirement; health, life, and accident insurance; severance pay; sick leave; vacation days; and other comparable items.
2. To insure the return of State property including books, equipment, keys and comparable items, clearance from specified administrative offices must be obtained by employees terminating employment at Southwest Minnesota State University.
3. Final paychecks will be held until the proper clearance form is completed.

*See also:*

P-007.1 Exit Procedure for Personnel Terminating Employment (<http://catalog.smsu.edu/policies-procedures/exit-personnel-terminating-employment/>)