

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Separation	Section: IX
	Subject: A
SUBJECT: Resignations/Terminations/Dismissals	Effective: 1/1/06
	Revised: 12/1/05

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**RESIGNATIONS/TERMINATIONS/DISMISSALS**

- A. Any employee may resign from South Carolina State University by presenting a written resignation to the appropriate department head.
- B. Any employee who intends to resign is expected to discuss the subject informally and frankly with his or her supervisor, or with such other official as would be appropriate, as far in advance as possible. To resign in good standing an employee should, when possible, give the department the benefit of at least two weeks prior notice, and in certain key positions, additional advance notice beyond this period of time may be expected.
- C. A resignation to accept employment in another State agency does not constitute a break in service unless the employee receives a lump sum payment for accrued annual leave or unless 15 calendar days without pay expire before the employee reports to the new agency.
- D. An employee who resigns may not rescind a resignation unless the Vice President (or applicable Division Head), as the President's designee, agrees to the rescission. Any employee who voluntarily submits a written resignation shall not have the right of appeal to the University or State Employee Grievance Committee.
- E. Any employee may be dismissed for cause (see Section VII, Subject I "Progressive Discipline Policy"). All dismissal notices shall be in writing, stating the reason for the dismissal, approved by the Vice President, and given to the employee with a copy to the Office of Human Resource Management. An employee with permanent status who is dismissed shall have the right to file a grievance with the University and State Employee Grievance Committees. An employee who is terminated during the probationary period shall not have the right to grieve the termination.
- F. An Employee Separation Notice ([Form P-31](#)) must be completed on all separating employees (excluding students) and forwarded to the Office of Human Resource Management.
- G. An exit interview is scheduled by the Office of Human Resource Management if requested by the terminating employee. Otherwise, an Exit Interview Questionnaire ([Form P-30](#)) will be mailed to the terminated employee at his or her address of record.