



RESIGNATION AND RETIREMENT

LETTER OF RESIGNATION/RETIREMENT

A faculty member who has decided to terminate services with the University is expected to notify the Dean and Director in writing at the earliest possible opportunity. The letter should include the date the resignation/retirement is to be effective. Send a copy of the letter to others who should be informed, including the district director or department chair. Community-based faculty should write a second letter of resignation/retirement to the appropriate government officials.

An Extension faculty member without credit teaching responsibilities is expected to give at least two months notice, and principal administrative officers are expected to give at least four months notice. Faculty with formal teaching responsibilities are expected to complete the academic year unless the appointment is for a shorter term. Faculty may properly request a waiver of this requirement of notice in case of hardship or in a situation where they would otherwise be denied substantial professional advancement or other opportunity.

Unless otherwise mutually agreed, a faculty member who terminates service without giving due notice, except under extraordinary circumstances, is regarded as having broken the terms of the contract of employment with the University. Breach of contract may place the University in a position of hardship in meeting its responsibilities to its students and services to the state. Such action is regarded also as a breach of professional ethics. A complete account of any irregular resignation may be written into the permanent record of the person concerned. See WSU Faculty Manual, Section III.33.

The retirement letter will initiate contact from the College of Agriculture and Home Economics (CAHE) Business and Finance Office regarding retirement procedures and decisions. Contact the Business and Finance Office for information regarding unused annual and sick leave.

PERSONAL PAPERS AND ITEMS TO CONSIDER WHEN RESIGNING:

1. Retirement Contributions -- review options with Benefits Officer
 - * Employees on Civil Service Retirement, Civil Service Offset, and Federal Employees Retirement contact the CAHE Business and Finance Office.
 - * Employees on Public Employees Retirement and TIAA-CREF contact WSU Benefits Services Office.
2. Health Insurance--Contact the WSU Benefits Services Office to continue health insurance on a self-pay basis. Request COBRA forms.



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3. Return telephone credit cards, WSU identification card, federal identification card, and other documents to the CAHE Business and Finance Office.
4. Complete leave reports through your resignation date. Contact the CAHE Business and Finance Office to receive leave report forms.

REPORTS

All reports, including AICS and WEMIS must be submitted before the employee's departure.

INVENTORY

When a chair leaves the county, the county and state equipment should be inventoried and the inventories should be signed in the presence of the replacement, the supervisor, or the appropriate county government official for county property. Other faculty should check any inventory with the chair or other designated person.

CHANGING HOME ADDRESS

Use the following web site to change your address. Payroll will send your W-2 form to this address.

<http://www.wsu.edu/benpay/payroll.htm>

RECORDS

Community-based Faculty and Staff

For the benefit of your successor, leave in your office the following:

1. Information about the program which he/she will find useful, including copies of program events and plans of work.
2. Lists of organized groups with names and addresses of officers and leaders.
3. Membership of committees with addresses and dates of appointment.



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State Specialists

Leave any information about the state program which your successor will need, including copies of program events and plans of work.

TRANSFERRING TO ANOTHER COUNTY OR POSITION IN EXTENSION

Letter of Resignation

Write a letter to the appropriate county government official advising them of the effective date of your resignation. Send a copy to your chair and district director.

Reports, Inventory, New Home Address, and Records

Complete the following parts of the instructions above:

- Reports
- Inventory
- Changing Home Address
- Records