

 <p>Ringling College of Art + Design</p> <p>STAFF HANDBOOK</p>	<p>Index: 401</p> <p>Page: 1 of 1</p> <p>Subject: Separations</p> <p>Revised: October 24, 2002</p>
---	--

Separations

At the time of separation for any reason, all keys, credit cards, ID cards, tools, library books, computers, or any other property issued to the employee must be promptly returned. If the employee has not returned College property, the value of the property may be deducted from the employee's final pay up to the legal limit.

Generally, regular employees should schedule an exit interview in the Office of Human Resources to discuss benefit changes, receipt of final paycheck, and other personnel matters.

After separation, it is important to notify the Office of Human Resources of address and telephone number changes to maintain communication concerning any post-separation benefits and payroll tax information.

Employees who separate from the College are not entitled to severance pay.