



William Paterson University Separation Procedure

Purpose:

All individuals separating from William Paterson University are required to return all items/materials issued while employed by the University (please see Separation Clearance Form for specific details).

Procedure:

Employee:

Upon giving notice of resignation or retirement, it is the employee's responsibility to ensure that all University property is returned to his/her immediate supervisor. Examples of items to be returned include, but are not limited to:

Laptop/iPad	tools	manuals
Library materials	uniforms	University issued keys

- Return employee identification card(s), including those of family members, to the immediate supervisor.
- Return Corporate P-card, all University owned mobile devices (i.e. cell phones) to your immediate supervisor.
- Return all library materials to the Library on or before final day of employment.
- Complete your timesheet on or before the final day of employment.
- Contact Student Accounts (if applicable) at extension 2234 for outstanding tuition related obligations.
- Sign and submit the **Post-Employment Restriction letter** to your immediate supervisor before final day of employment.
- Review with your supervisor or his/her designee and sign the **Separation Clearance Form**.

Supervisor:

It is the supervisor's responsibility to assure that all property issued to the employee has been returned to him/her or the appropriate department listed.

- Complete, sign and return the **Separation Clearance Form**; employee identification card; signed **Post-Employment Restriction letter** to the Office of Human Resources, College Hall, Room 150.
- Return Corporate P-card, all University owned mobile devices (i.e. cell phones) to the Technology Services Office, College Hall, Room 140.
- Provide employee with the attached **Instructions for Claiming Unemployment Benefits form** for their personal use upon separation.

Questions regarding this process may be directed to Rose Vidal at extension 2605 or via email to: vidalr@wpunj.edu.



William Paterson University
Separation Clearance Form

Name _____ Date _____

Banner ID _____ Department _____

Last Day of Employment _____

It is the employee and supervisor's responsibility to ensure that the following are returned or completed on or before the employee's final day of work. After this form is completed, please forward to the Office of Human Resources, College Hall, Room 150.

Table with 4 columns: Question, Yes, No, N/A. Rows include: Keys, Identification Card(s), University Owned Mobile Devices and Corporate P-Card, University issued equipment, Confirm that employee has completed his/her last time sheet and Post-Employment Restrictions letter, Confirm Student Accounts has been notified of separation if employee is receiving tuition waiver, Confirm that the employee has returned all library materials to Library.

Table with 4 columns: Question, Yes, No, N/A. Rows include: E-Mail, WPCONnect, BANNER, Voice Mail.

Note: Should employee have a change of address prior to the end of the year, a new Address/Name Change form must be completed and submitted to the Office of Human Resources to ensure receipt of W-2 statement. The Address/Name Change form can be accessed from the HR website under the forms tab.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____



WILLIAM PATERSON UNIVERSITY

OFFICE OF HUMAN RESOURCES • COLLEGE HALL
P.O. BOX 913 • WAYNE, NEW JERSEY 07474-0913
EMPLOYMENT 973.720.2605 • PROFESSIONAL DEVELOPMENT 973.720.2887
EMPLOYEE RELATIONS 973.720.3594 • FAX 973.720.2090 • WWW.WPUNJ.EDU

Re: Post-Employment Restrictions

Recently, the Office of Human Resources was advised of your intended resignation and/or retirement from William Paterson University. For your protection, it is important to remind you of the post-employment restrictions placed upon you by the New Jersey Conflicts of Interest Law, N.J.S.A. 52:13D-17 and the State Uniform Ethics Code.

Specifically, please note that under the law, you are permanently restricted from representing, appearing for or negotiating on behalf of a private employer on any matter about which you gave an opinion, made an investigation or were otherwise substantially and directly involved with at any time during your state employment. Consequently, and with only limited exception, in your new job you must refrain from working on any projects that you were involved in while employed at William Paterson University. Generally, however, there are no restrictions placed upon former employees from working for University contractors on new projects that have arisen after they left State government positions.

Also, please be advised that under the State Uniform Ethics Code, Section VIII., there is a one-year ban on agency heads, deputy heads or the assistant heads of any principal department, board, commission or authority from representing, appearing for, or negotiating on behalf of any person or party other than the State, before any officer or employee of the State agency in which he/she served. Furthermore, all State employees or officers, or special State employees or officers, subject to financial disclosure by law or executive order, must be mindful that the Conflicts Law, Section 17.2, prohibits them and members of their immediate families from holding an interest in, or employment with, a casino license holder or applicant for a period of two years following their termination from State service.

Finally, please be advised that you are prohibited by law from disclosing confidential information which you obtained in your job at the University to a new employer. Confidential information is information generally not available to the general public.

It is important that you become familiar with the above-noted ethics rules, and that you discuss them with your prospective employer, particularly if that employer is currently a contractor or will be under contract with William Paterson University.

Your signature at the bottom of this letter will verify that you have been advised of this information.

If you have any questions concerning the above, please do not hesitate to call 973-720-3594.

Ethics Liaison Officer

Employee Signature

Employee Name – Please Print

Date

A signed copy of this letter must be returned to the Office of Human Resources, College Hall Room 150, prior to your last day of employment.

INSTRUCTIONS FOR CLAIMING UNEMPLOYMENT BENEFITS

Section 1 – Notice to Employer

YOU ARE REQUIRED, under section 6 (a) of the Unemployment Compensation Law of New Jersey and under Employment Security Rule N.J.A.C. 12:17-3.1 to complete this form and provide it to any worker who is separated (either permanently or temporarily) from work for any reason.

1. Employer Name and Address:

William Paterson University

300 Pompton Road

Wayne, NJ 07470

2. New Jersey Employer Identification No.: 0222481818-(413)

3. Employer Telephone No.: 973-720-2605

4. Work location (if different than above):

N/A

5. Date of Separation:

6. Separation is: Permanent Temporary If Temporary, expected Recall Date:

Section 2 – Notice to Worker

In order to be considered for unemployment insurance benefits, you must file an unemployment claim. No benefits can be paid to you for any week before you actually file your unemployment insurance claim. **Failure to file your claim or delaying the filing could affect your eligibility for benefits. You should always file your claim as soon as possible after becoming unemployed. You will not be considered eligible until your claim is filed.**

When you file the claim, be sure to have available your Social Security number and the complete, name, address, and telephone number of each employer that you worked for in the past 18 months.

You may apply for unemployment benefits on the Internet, 24 hours a day, seven (7) days a week at www.njuifile.net or you may telephone a Reemployment Call Center. The Reemployment Call Centers are open during regular business hours, Monday through Friday, excluding holidays.

Union City Call Center	(201) 601-4100
Freehold Call Center	(732) 761-2020
Cumberland Call Center	(856) 507-2340
Out-of-State Claims	(888) 795-6672
TTY Users	(856) 507-2399

Workers Who Are Unemployed Due to a Vacation Shutdown: You should apply for unemployment benefits if you are receiving vacation pay in an amount less than your full-time wages, you have not refused any offer of suitable work for the vacation period and you are ready and willing to work during the vacation period.

****Please make certain to have this form available when you file your unemployment insurance claim.***