



Dear University of Utah Employee,

As you prepare to leave the University of Utah, we want to provide some information to you and ask for your assistance. This packet contains valuable information that is divided into two sections. First, the Checklist will provide you with answers to a number of questions that you might have at this time, as well as pertinent information on your University benefits and retirement options.

The second section of this packet consists of an Exit Survey, designed to obtain feedback from departing employees to help us improve the work environment at the University. By participating in the Exit Survey, you provide an invaluable source of information to measure our success in reaching this goal. Human Resources employees will review and summarize your feedback, and provide the information gained from numerous Exit Surveys to the management of your former department. The information you provide is confidential and your name and specific responses will not be revealed to your supervisor or department. Your honesty is greatly appreciated and your opinions valued. If there is a particular item you do not feel comfortable responding to, leave it blank and go on to the next item. We do ask, however, that you try to complete all items.

Should you have any questions about the Exit Survey process, please feel free to call the Department of Employee Relations at 581-5469. We wish you success in your future pursuits.

Sincerely,

A handwritten signature in black ink that reads 'Loretta Harper'.

Loretta Harper
Vice President of Human Resources

CHECKLIST FOR EXITING EMPLOYEES

Final Paycheck(s)

In most circumstances, you will receive your final paycheck on regularly scheduled University paydays (7th and 22nd). If you do not have direct deposit, you will need to make arrangements with your department to receive your final paycheck(s).

Leave Balances

All accrued vacation will be paid out on your final paycheck. No payment is given for unused sick leave or personal preference holidays.

Health/Dental Insurance

Coverage will continue through the end of the pay period in which you last work. There are two pay periods, separated into the following calendar days: 1-15 and 16-31 (or last day of the month). For instance, if your last day worked is July 1, your insurance continues through July 15. If your last day worked is July 31, your insurance coverage ends on July 31.

You have the option to continue your current health/dental coverage through COBRA. You will receive information regarding the premium and application process at the home address that you have listed with Human Resources. To continue coverage you must apply within 60 days. Coverage will begin retroactive to the first day you lose coverage, pending appropriate premium payment, and will continue for 18 months, unless payments cease or cancellation is requested. Contact the Benefits department at 801-581-7447 to verify that Human Resources has your current home address on file.

Retirement Account

You may leave your 401(k) retirement account accumulations with TIAA-CREF or Utah Retirement Systems (URS). You may also leave accumulations in your Supplemental Retirement Account 403(b). For a complete list of retirement options, contact your retirement company at one of the following telephone numbers:

- *TIAA-CREF* 800-842-2776
- *Utah Retirement Systems* 801-366-7720
- *Fidelity* 800-343-0860
- *Kemper* 801-727-6000
- *Met Life* 800-621-9472
- *Valic* 800-448-2542.

Life Insurance, Accidental Death and Dismemberment, and Long-term Disability

You have 30 days after separation to convert insurances. Contact the following companies to obtain a quote for continuing benefits and to initiate the process:

- *Hawkins and Associates* (Beneficial Life Insurance Parts I, II, III & Supplemental Level Term and Group Universal Insurance) 801-272-5353
- *AON* (Accidental Death and Dismemberment Insurance) 801-488-2564
- *U of U Benefits Department* (Long-term Disability Insurance—TIAA-CREF) 801-581-7447.

CNA Long-term Care

Payroll deductions will cease the first of the month following your date of separation. *CNA* will transfer your account to direct billing upon your separation. Call *CNA* at 800-528-4582 for further information.

MetPay

Payroll deductions will be cancelled the first of the month following your separation. Contact *MetPay* at 800-438-6381 to make arrangements to continue or cancel your auto, home or personal property insurance premiums.

Unemployment Insurance

Please contact the Utah State Government Department of Workforce Services at 801-526-4400 for questions regarding unemployment insurance.

Parking Permit

If you have a payroll deduction for your parking permit, you must return the permit to Parking Services to stop further deductions. Contact Parking Services at 801-581-6415 for more information.

Tuition Reduction

Your eligibility for further tuition reduction benefits ceases on your date of separation.

Keys/ID Card/University Property

Prior to your separation date, you will need to provide your supervisor with your staff ID card and any University property that is in your possession, including keys, equipment, etc.

If you have questions or need additional information, please contact the Benefits Department at 581-7447.

E X I T S U R V E Y

Department: _____

Supervisor: _____

Years worked at U: _____

I – Reasons for leaving your current position

Mark each statement below that *strongly influenced* your reason(s) to leave your current position. Please use a pen or pencil to fill in the ovals. Leave blank those items that had *little or no influence* on your decision to leave.

1. New position with:
- | | | |
|--|--|---|
| <input type="radio"/> Better pay | 2. <input type="radio"/> Retirement | 6. <input type="radio"/> Unreasonable workload |
| <input type="radio"/> Better benefits | 3. <input type="radio"/> Relocation | 7. <input type="radio"/> Work environment in department |
| <input type="radio"/> More career opportunities | 4. <input type="radio"/> Family responsibilities | 8. <input type="radio"/> Relations with coworker(s) |
| <input type="radio"/> Better job match with skills | 5. <input type="radio"/> Further my education | 9. <input type="radio"/> Relations with supervisor |

Please write in the main reason why you are leaving your current position: _____

Other comments:

II – Please rate the following statements as:

Agree (A) Somewhat Agree (SA) Somewhat Disagree (SD) Disagree (D) Not Applicable (NA)

	A	SA	SD	D	NA
1. I was provided with a good orientation to the job/department	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. My supervisor was available when I needed help	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I received necessary training to do my job well	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I would recommend my department as a good place to work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Generally speaking, I got along well with my coworkers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. I received useful feedback about my performance from my supervisor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. I was made aware of promotional opportunities.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. I would recommend the U as a good place to work.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. My supervisor communicated well with me.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	A	SA	SD	D	NA
10. My work accomplishments were recognized.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Work performance standards were applied fairly to me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. The department communicated well with all employees.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. I received adequate resources and support to perform my job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. I had the opportunity to start/continue/further my education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. My performance evaluations were conducted fairly.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. My department provided job-related training.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. My department followed and enforced health and safety guidelines.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. I was satisfied with the service I received from Human Resources.....	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other comments:

III – What did you like best about working at the U? _____

IV – What did you like the least about working at the U? _____

V – What is one specific thing that could have been done to retain you at the U?

VI – What suggestions can you give that would make the U a better place to work?

VII – How did you find out about your new position? _____

VIII – Please mention any employee or manager at the U who you feel is an outstanding employee:

IX – If you wish to talk with someone from Human Resources to discuss your comments in more detail, please list below how we may best contact you. Or you may contact the Department of Employee Relations at 581-5469 to schedule an appointment.

Name: _____

Telephone: _____

Address: _____

E-mail: _____

Thank you for participating in the Exit Survey and telling us about your experience at the University of Utah. Please place the survey in the attached envelope and place it in any campus mailbox. If you downloaded the Exit Survey from the web, place it in a campus envelope, marked ‘Employee Relations, 420 Wakara Way’ and place it in any campus mailbox. Good luck in your future endeavors!

SUPERVISORY INFORMATION

Overview

The Exit Survey process is one that begins when an employee resigns from his/her current position at the University. Each employee is asked to provide feedback on their supervisor, their department and the University. As you know, it takes a lot of time, money and energy to recruit, hire and train a new employee. It is our intention that the Exit Survey will help to retain employees. That is to say, as we work toward enhancing employee satisfaction, the more likely those employees will choose to remain in their current position.

Supervisory Responsibilities

Your role in the Exit Survey process is satisfied in two simple steps: Whenever an employee notifies you that he/she is resigning (either verbally or written), you 1) prepare an *Acceptance of Resignation* letter, and 2) give the *Acceptance* letter along with the Exit Survey Packet to the employee (attached on opposite side). Assure your employee(s) that you will not see their Exit Survey, so they should be encouraged to be as honest as possible.

Employee Responsibilities

Once you provide your employee with the Exit Survey Packet, your responsibilities end. The employee will then be responsible for completing the Exit Survey and returning it in the envelope enclosed in the packet. If your employee has questions that you cannot answer, encourage them to contact the Department of Employee Relations at 581-5469.

Information Dissemination

The information gathered from the Exit Survey is confidential. Human Resources will compile the information and provide feedback to the department in aggregate form, so that individual comments cannot be tracked. At least three (3) employee exit surveys will need to be completed before the information will be given to departments. This is done to protect confidentiality. The information will be sent to the Dean, Director, or Department Head of each unit on a quarterly basis. The Dean, Director, or Department Head will then be responsible for disseminating the information.

Interpreting the Information

We (Human Resources) will be available upon request to assist you in interpreting the information gained from the Exit Survey. If needed, we can also work with you to create strategies to overcome any weaknesses that were identified by the Exit Survey.

Benefits

The Exit Survey will help you pinpoint any strengths and/or weaknesses that exist, from an employee's point of view, in a supervisor and/or department. Armed with that knowledge, you can then begin to change practices in your supervisory style or department management to overcome identified weaknesses. The results of the Exit Survey process will help the supervisor/department/University retain more employees, as they become more satisfied with their work life at the University of Utah.

Re-ordering

As you notice that you are running low on Exit Survey Packets, simply give your HR Generalist a call. He/she will provide you with the needed Packets. You can also download the Exit Survey Packet on the web at <http://www.hr.utah.edu/er/exit/> and click on 'Exit Survey Packet.'