



# **NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY**

FACULTY HANDBOOK

UNIVERSITY POLICY

## **CHAPTER VIII**

### **BENEFITS**

Benefits information may be obtained at <https://www.ncat.edu/about/hr/benefits/index.php>

#### **EXIT INTERVIEW**

A permanent employee who is regularly scheduled to work 20 or more hours per week and plans to terminate employment will complete an exit interview with the Benefits Office. The employee's department administrator is responsible for scheduling the interview appointment at least one week prior to the effective date of the leave or termination. The employee may also contact the Benefits Office to schedule the exit interview.

Approved by the Board of Trustees

---

Date revision is effective: upon approval

First approved: February 21, 2007

Revised: April 8, 2011

July 20, 2018