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I. PURPOSE

It is the intent of the College to ensure that employee terminations are handled in a professional manner with minimal disruption to ongoing work functions.

II. VOLUNTARY SEPARATION

Prior to the last date of employment, employees will return all college property to his or her supervisor and return his or her keys to the college's equipment coordinator. If desired, every full-time employee will have an opportunity to schedule and participate in an exit interview with the appropriate dean/provost or Human Resources.

A. Voluntary Separation

Voluntary separation occurs due to resignation, disability, or retirement.

Employees initiating a voluntary termination of employment should inform his or her supervisor of the employee's resignation by submitting a letter of resignation containing the effective date. The supervisor must forward that letter to Human Resources with a copy to the Payroll Office. The expectation is that the effective date of resignation for administrators, faculty, and professional staff should be thirty (30) calendar days from the date of the notice. All other employees are requested to provide a minimum of two (2) weeks' notice of their intention to separate from the college to allow a reasonable amount of time to transfer ongoing workloads. Failure to provide sufficient notice may result in adverse action regarding applications for future employment with the College.

The supervisor will coordinate the employee's out-processing. This process will include:

- Return of all College property, including but not limited to keys, ID cards, and equipment, by the employee.
- Completion and submission to the Department of Human Resources of an Exit Process Form by the employee's supervisor manager will.

i. Job Abandonment

Job Abandonment is a specific type of voluntary separation where an employee is absent from work for three (3) consecutive workdays and fails to contact his or her supervisor during or before the window of absence. The employee's supervisor shall follow the process defined in this section when Job Abandonment occurs to the greatest extent practicable. Job Abandonment may result in adverse action regarding applications for future employment with the College unless a reasonable justification, such as a medical emergency, is provided by the separated employee.

III. INVOLUNTARY TERMINATION

Involuntary termination occurs due to reduction in force or dismissal actions.

An involuntary termination of employment, is a management-initiated dismissal. The supervisor will coordinate the employee's out-processing. This process will include:

- Return of all College property, including but not limited to keys, ID cards, and equipment, by the employee.
- Completion and submission to the Department of Human Resources of an Exit Process Form by the employee's supervisor manager will.

Involuntary terminations for dismissal actions may result in adverse action regarding applications for future employment with the College.

IV. BENEFIT CONTINUATION

Employees who separate or are terminated from employment with the College shall have their benefits continued as follows:

- If employment ends prior to the 15th of the month, all coverage will end that same month.
- If employment ends on or after the 15th of the month, health coverage will continue until the end of the following month and other coverage will end the current month.

V. DEATH OF AN EMPLOYEE

Upon receiving notification of the death of an employee, the employee's manager should immediately notify Human Resources and the Payroll Supervisor and Benefits Administrator, who will process all appropriate beneficiary payments from the various benefits plans.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	None

PROCEDURE HISTORY

February 2016	Adopted.
November 18, 2026	Reorganized as Procedure 3.1.2.3 - Employee Exit Process