

POLICY

The College shall appropriately acknowledge the occasion when an employee, in good standing, terminates service at the College by resigning, retiring or otherwise leaves employment service without prejudice, if the employee so desires.

ADOPTED: August 23, 1976
Revised: March 20, 1978
Revised: April 29, 2002

Reviewed: November 27, 1990

PROCEDURE

Purpose: To provide a procedure to serve as a guide to appropriately acknowledge the service of a departing employee in good standing.

1. An employee anticipating resigning or retiring should notify his/her immediate supervisor and submit written notice of the impending departure as soon as a last day of work is determined. The supervisor should then submit the original notice of resignation/retirement to the Office of Human Resources to be made a part of the official employee file.
2. Upon notification of an employee's departure, the Office of Human Resources will schedule an appointment with the employee for out-processing, where the disposition of all benefits and final pay will be discussed. The Office of Human Resources will also forward a "Termination/Clearance Form" to the departing employee for the employee to have completed and returned to Human Resources prior to departure.
3. The Office of Human Resources will provide a commemorative gift to the retiring employee with ten or more years of service.
4. If the employee wishes to have an on-campus departure ceremony, the Office of Human Resources will notify the college community.

Adopted: August 23, 1976
Revised: January 26, 1977
Revised: April 30, 1996
Revised: April 25, 2000
Revised: April 30, 2002
Revised: November 1, 2005