

POLICY

The College will process and acknowledge the resignation or retirement of employees in accordance with established procedures.

ADOPTED: August 23, 1976
Revised: March 20, 1978
Revised: April 29, 2002
Revised: June 28, 2010

Reviewed: November 27, 1990

PROCEDURE

Purpose: To provide a procedure to acknowledge and process the resignation or retirement of employees.

1. An employee anticipating resigning or retiring should notify his/her immediate supervisor and submit written notice of the impending departure to the office of human resources as soon as possible but not later than required by the employee's negotiated labor agreement or employment contract. 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. The resignation/retirement will be placed on the agenda of the next Board of Trustees meeting for acceptance.
3. Upon acceptance by the Board of Trustees 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. A completed clearance form is required prior to release of the employee's final paycheck. The final paycheck will not be released prior to the official date of separation.
4. The Office of Human Resources will provide a commemorative gift to the retiring employee with ten or more years of service.
5. If a retiring employee with ten years or more of service wishes to have an on-campus departure ceremony, the Office of Human Resources will notify the Office of College Advancement to arrange the ceremony.

Adopted: August 23, 1976

Revised: January 26, 1977

Revised: April 30, 1996

Revised: April 25, 2000

Revised: April 30, 2002

Revised: November 1, 2005

Revised: June 29, 2010