



Title: Employee Exit Procedures
Effective Date: August 04, 2014
Date of Last Revision: November 3, 2015
Office: Human Resources

Employee Exit Procedures

I. Purpose:

In cases of an employee resigning or termination of employment from the College, Human Resources is responsible for the employee exit process. The exit protocol is utilized as a safety precaution and a method of notification for pertinent departments that include all necessary notifications.

II. Voluntary Separations

▪ **Supervisor Responsibility**

Upon notification of an employee resignation/retirement the supervisor must obtain a formal letter of resignation /retirement that includes the exiting employee's signature and last date of employment and forward it to Human Resources.

▪ **Human Resources Responsibility**

1. Notification of the resignation/retirement with the employee name and last date of employment to applicable departments including but not limited to: Information Technology, Banner Administrator, Finance, Student Services, and Payroll (if an approver of timesheets) for termination of Banner access at the end of the Business day on the date indicated in the noted documentation.
2. Obtain confirmation of State assets to be retrieved from the resigning/retiring individual. Such confirmation includes, but is not limited to:
 - Property Control - laptop, iPad, fuel card, etc.
 - Security – building, office, or storage keys, etc.
 - Library - outstanding materials such as library books, references, DVD's, etc.
3. Schedule an exit meeting with the resigning/retiring individual on the last day of employment.

▪ **Resigning/Retiring Individual Responsibility**

- I. Attend the scheduled exit meeting and return all state issued items. Failure to do so may result in the following consequences:
 - a. Final paycheck will be in paper form and delivered to Human Resources.
 - b. The final paycheck will be reduced for:
 - i. The cost of any lost or broken equipment
 - ii. Key replacement cost for each failure to return a key
 - iii. Recoupment costs for any lost or damaged materials


III. Involuntary Separations:

An involuntary separation is typically a progression and should be considered a separate process. Human Resources should be consulted prior to any actions taking place and be kept informed of every step thereafter before the involuntary separation occurs. Once an involuntary termination has been approved by SLCC's appointing authority, a separation meeting will be scheduled that will include the Supervisor, a member of the HR team and the respective Vice Chancellor if necessary. All additional steps noted above will be handled as part of the termination meeting and completed before the employee exits.

In the event the employee does not have all the materials to turn in at the time of the separation meeting, the employee will be given 48 hours to return any outstanding equipment to the Human Resource Department.

x	Reviewing Council/Entity	Review Date	Effective Date
x	Executive Committee Approval	November 03, 2015	November 30, 2015
x	Chancellor Approval	November 03, 2015	November 30, 2015

Distribution: Distributed electronically via email and College's Internet



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