South Louisiana Community College

POLICY NUMBER: SLCC HR--519

POLICY AND PROCEDURES MEMORANDUM

> **Title: Employee Exit Procedures**
>
> **Effective Date: August 4, 2014**
>
> **Date of Last Revision:**

Purpose:

In cases of an employee resigning or termination of employment from the College, employee Supervisors are responsible for the employee exit process. The Exit Protocol is utilized as a safety precaution and a method of notification for pertinent departments that includes all necessary notifications.

Voluntary Separations

Supervisor Responsibility

1. Upon acceptance/notification of an employee resignation/retirement, the following should be performed with documentation on the Employee Exit Checklist (Attachment A):

   A. Obtain a formal letter of resignation /retirement that includes the exiting employee's signature and last date of employment. Once received forward to Human Resources immediately.

   B. Send an email notification of the resignation/retirement with the name and last day of employment to:
      - Human Resources Director – Notification.
      - Director of Information Technology – Requesting Network/Email/Phone directory cancellation.
      - Property Manager – Requesting a listing of all equipment assigned to the individual (laptop, iPad, etc.)
      - Security - Identifying any keys issued.
      - Director of Library – Requesting a list of outstanding materials such as library books, references, DVD's.
      - Director of Accounting – Requesting a list of Purchasing card, travel card, etc. and cancellation.

      (Note: this can be one email.)

   C. Banner Access Cancellation – Log into LoLA. Utilizing the Banner Security Form that is most relevant to your area, terminate the employee account with one of the following options: Finance, Financial Aid, Student AR, or Student Admissions (applicable for Faculty Access).

2. On the last day of employment, the following should be performed with documentation on the Employee Exit Checklist (Attachment A):

   A. Collect all materials identified from the previous email correspondence (Note: In some instances, the Campus Administrator may complete the exit checklist if the supervisor is unavailable, and initial each item (or note N/A) indicating that all materials have been collected and important matters handled.

   B. Verify that the exiting employee's work area has been left in an acceptable condition and that all personal belongings have been removed.

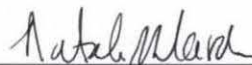3. Return the Employee Exit Checklist to the Human Resources Department.

Involuntary Separations

An involuntary separation is considered a separate process. In most cases, an involuntary separation is a process of progression. Contact Human Recourses prior to taking any actions. Throughout the process Human Resources should be kept informed of every step, so it can be documented before the involuntary separation occurs. Once an involuntary termination has been approved by the Chancellor (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 steps of the Exit Checklist 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 individual will be given 48 hours to return any outstanding equipment to the Human Resource Department. Recourse for noncompliance will be assessed on each case up to legal action.

x	Reviewing Council/Entity	Review Date	Effective Date
x	Cabinet Approval	July 31, 2014	August 4, 2014
x	Executive Committee Approval	July 31, 2014	August 4, 2014
x	Chancellor Approval	August 4, 2014	August 4, 2014

Distribution: Distributed Electronically via College's Internet
                  Hard Copy Distribution to Cabinet

Natalie J. Harder, PhD
Chancellor

South Louisiana Community College
Employee Exit Checklist

Employee Name: _____

Supervisor._____ Dept: _____ Employee ID #:_____

Last day worked: _____

Instructions: *Please put your initials and the date next to the action that has been taken.*

☐ **Voluntary Termination**
_____ Obtain resignation in writing from Employee
(Forward to Human Resources)

☐ **Involuntary Termination**
_____ Contact HR Prior to taking any action

☐ **Other** (*Death, Military, etc.*) _____ Attach supporting documentation

Supervisor Cancellations/Notifications

Email Notification of employee name and date of separation to (may be one email):

_____ Director of Human Resources
_____ Director of Information Technology – Network/Email/Phone directory cancellation
_____ Property Manager – Requesting list of assets to retrieve
_____ Security – Key inquiry
_____ Director of Library - Book or outstanding material inquiry
_____ Director of Accounting – Purchasing card, travel card, etc.

Other: Banner Access Termination:

_____ Log into LoLA. Utilizing the Banner Security Form that is most relevant to your area, terminate the employee account with one of the following options: Finance, Financial Aid, Student AR, or Student Admissions (applicable for Faculty Access).

Supervisor/Administrator Collection

Collect the following as applicable by the last day of employment:

_____ All Keys (office, building, desk, cabinets)
_____ Two-way radio
_____ Cellular phone
_____ IPad, Laptop computer (List items)
_____ Reference/Training/Project Manuals
_____ Other proprietary information
_____ Purchasing Card, Travel Card
_____ Library items (please list)
_____ Other College property (please list)

Other:

_____ Inquire to ensure that their final timesheet has been completed
_____ Verify that the work area is acceptable (clean, personal belongings removed)
_____ Remind employee to meet with Human Resources

Notes:
_____
_____

Signature of Supervisor: _____ **Date:** _____

Return form to Human Resources Department

Attachment A