

EMPLOYEE EXIT INTERVIEW PROCESS

All resignations should be submitted according to the Resignation Procedure. Employees of the college are expected to adhere to this procedure as a condition of employment to leave in good standing and to be fully compensated.

Staff must give a written notice no later than fifteen (15) working days prior to the last day of employment. Faculty must give a written notice no later than forty (40) working days prior to the first day of the semester. The written notice should be addressed to the College President with copies to the unit vice president, immediate supervisor, Human Resources and Payroll.

Upon the President's approval/acknowledgment, Human Resources will issue an email (2 weeks prior) to inform the employee of their rights and responsibilities. Human Resources will also issue a letter to the employee that is copied to the immediate supervisor and unit VP verifying the last date of employment, date when health insurance benefits will cease and any other pertinent information needed prior to departure. Human Resources will also issue the Employee Check Out Form that must be completed with appropriate signatures prior to leaving the college.

NOTE Exit interviews are optional and are scheduled through the President's assistant.**