

EMPLOYEE RESIGNATION

Related Board of Trustees Policy: BP 2.14

OPR: Vice President for Administration

Approval: November 2013

Revisions: November 15, 2016, July 23, 2019

EMPLOYEE RESIGNATION

This procedure applies to all full-time and part-time permanent employees who resign or retire from employment with the College.

Employee responsibilities:

- Employees should give written notice of resignation or retirement--two weeks advanced notice prior to the projected last day of employment ensures the timely receipt of all final compensation and benefits
- The written notice should be addressed to the College President with copies to the applicable vice president (VP), immediate supervisor, Human Resources and Payroll—the notification can be provided via e-mail or hand delivered
- Employees are encouraged to schedule an exit interview with the President and/or the Executive Director of Human Resources to discuss their experience(s) at Craven Community College

College responsibilities:

- The President acknowledges the resignation or retirement in a letter to the employee
- Upon the President’s acknowledgement, Human Resources sends a letter to the employee, with a copy to the immediate supervisor and applicable VP, verifying the last date of employment, the date when benefits cease and any other pertinent information needed prior to departure
- Human Resources provides the employee an “Employee Checkout Form” that is completed with appropriate signatures prior to the employee’s last work day
- Human Resources completes a “Personnel Action Form” to close the employee’s active employment records
- The employee’s immediate supervisor collects from the departing employee all College-owned property, including badges and assigned equipment, and notifies Information Technology to discontinue computer and network access

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