

## EMPLOYEE RESIGNATIONS & RETIREMENTS

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*OPR: Vice President for Administration*

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### **EMPLOYEE RESIGNATION/RETIREMENT**

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

#### **Resignations**

Employees should give notification of resignation or retirement in a timely manner that facilitates continuity of job duties with the employee's successor. Notice given less than two weeks in advance may result in the College's inability to process all final compensation and benefits prior to the last day of employment.

The employees must provide written notice of resignation, via letter or email. The notice should be addressed to the College President with copies to the applicable Vice President, immediate supervisor, Executive Director of Human Resources, and College Payroll and Benefits Specialist.

The College President will acknowledge the employee's resignation and may offer an opportunity for a personal "exit interview." Human Resources will provide an "Employee Checkout Form" to guide the employee through the necessary actions to conclude employment (e.g., equipment and key returns, pay and benefits counseling, etc.) prior to the last work day.

The "last day of employment" at the College is documented as the last day the employee is physically present at work (except December resignations as described in the subsequent section).

#### **Retirements**

The foregoing resignation procedures apply for retirements. However, retiring employees may utilize any form of accrued leave, except sick leave, to establish a "last day of employment" (retirement date) that is later than the last day physically present for work.

Employees should notify the College of retirement plans as early as possible, up to 12 months before the effective date. Early notification will allow the College to best assist the employee with preparations for retirement.

The Teachers and State Employees Retirement System (TSERS) accepts retirement applications up to 120 days prior to the effective date of retirement. Applications sent less than 45 days in advance risk delays in receiving retirement benefits. TSERS retirements are always effective on the first day of the month.

## **Resignations and Retirements During December**

The College closes annually for regular business during the last week of December. The closure necessitates modifications to resignation and retirement procedures.

All employees wishing to resign or retire during the month of December must attend an information meeting with the Executive Director of Human Resources to discuss specific requirements *prior* to the College President's acceptance of the retirement or resignation.

### **Faculty**

Faculty members desiring the last day of employment to be December 31 (e.g., paid for the full month) must:

- Be present for work through the last day of the Fall semester
- Remain "on-call" through December 31. "On call" is defined as being available to answer faculty-related questions or perform specific essential tasks. The most commonly occurring examples are assisting with the resolution of a student grade appeal or grievance.

Faculty members unwilling to remain "on call" will receive final pay and benefits based on the last day physically present for work (e.g., last Fall semester faculty workday).

### **Non-Faculty**

Non-Faculty members desiring the last day of employment to be December 31 (e.g., paid for the full month) must:

- Have sufficient accrued leave available to use through the end of the month.
- Remain "on-call" through December 31. "On call" is defined as being available to answer job-related questions or perform specific essential tasks. The most commonly occurring examples are responding to successor transition questions or assisting during a campus emergency.

Non-faculty members unwilling to remain "on call" will receive final pay and benefits based on the last day physically present for work.