



SUBJECT: Human Resources: Processing Employee Terminations (Voluntary Separations)	Effective Date:	Policy Number:
	July 1, 2011	04-5-004
	Supersedes:	Page 1 of 3
	Policy: Date:	
Responsible Authority:		
Director, Human Resources/Staff Development		

I. Purpose of the policy/Policy statement

This policy is designed to provide a clear, consistent policy for initiating the process for completing the required steps to terminate an employee at the College when the employee voluntarily resigns his or her position.

II. Applicability/Scope

This policy applies to all College administrators with direct reports.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Hiring Administrator	Administrator notifies the director of human resources, the payroll/general ledger accountant, and her divisional cabinet member via e-mail that an employee has voluntarily resigned his/her position at the College.	Within one business day of receiving notice from the employee.
	Administrator meets with the departing employee to inform her that she needs to schedule a meeting with human resources to discuss continuation of insurance, participating in an exit interview, and preparing a list on status of current tasks, projects to submit to the administrator within one week of submission of the resignation letter (<i>assuming that the departing employee has given at least a two weeks notice</i>). If less notice has been given, the administrator should meet with the departing employee the same or next day following being informed of the resignation.	Immediately or within three business days, depending upon the length of notice given by employee.
	Prepares Personnel Action Form indicating projected last day work and completing all other required information, attaching the letter of resignation and final leave request form, if the employee has earned, but unused vacation time due. These forms should be submitted to the Human Resources Assistant or Director of Human Resources in her absence, after the administrator and divisional cabinet member have signed them.	No later than two business days after receipt of resignation.
Human Resources Assistant	Reviews documents for completeness and forward to Director of Human Resources for review/signing. Contacts departing employee via e-mail to schedule an exit interview with Human Resources, and to discuss benefit continuation elections, as applicable.	Within one business day of receipt. Within one business day of receipt.
Director of Human Resources or Manager of Human Resources in the director's absence.	Reviews PAF, leave request form for completeness and accuracy, and signs document and forwards to VP/CFO for signature.	Within one business day of receipt.
Human Resources Assistant	Once document has been signed by the VP/CFO, Human Resources Assistant personally forwards forms to payroll for processing. Notifies IT, College customer relations operator that the last day work for departing employee and	Same day document is returned by the CFO.

	<p>that his/her name should be removed from the College directory the next business day following the last day work, as well as reassigning PC password to supervisor for computer access until further notice, disable e-mail, long distance dialing privileges and all other computer access.</p> <p>Puts in tickler file to end departing employee's insurance coverage, effective the last day of the current month.</p>	<p>Same day document is returned by the CFO.</p>
--	--	--

IV. Related policies/References for more information

Personnel Action Form

Authorizing Official: <u>Jim Duggan</u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	

Office of Human Resources

LeMOYNE-OWEN COLLEGE

PERSONNEL ACTION FORM

Personnel Action: Appointment Interim Appointment* New Hire Rehire Transfer
 Promotion Resignation/Termination Retirement Leave of Absence

Brief description:

*All interim appointments are extended on a month-to-month basis (except those based upon a written contract), and the stipend associated with the interim appointment is based upon a bi-weekly payment schedule.

Last day worked for terminations/resignations (please attach resignation letter): _____

Is employee eligible for rehire? Yes No

Employee Name:

Job Title:

Division/Department:

Status: Full-time Part-time Temporary (time-limited, not to exceed 6 months)

Employee Classification: Faculty Staff Exempt Non-exempt

If temporary, indicate dates of proposed employment: _____

Effective date for this action:

PRESENT STATUS

PROPOSED STATUS

Title/Rank: _____

Title/Rank: _____

Hourly Rate: _____

Hourly Rate: _____

Non-exempt employees only

Non-exempt employees only

Annual Rate: _____

Annual Rate:

Salaried employees only

Salaried employee's only

Bi-weekly Stipend: _____

Required for all interim appointments

9 months

9 months

12 months

12 months

Account #: _____

Account #: _____

Account #: _____

Account #: _____

This section to be completed for new hires and when an interim appointment is being made:

Last Incumbent: _____

New Position: Yes ___ No ___

APPROVALS

Department Head/Director: _____

Date: _____

Respective Cabinet Member: _____

Date: _____

Title III Officer: _____

Date: _____

Grants Accountant*: _____

Date: _____

Director of Human Resources: _____

Date: _____

Chief Financial Officer: _____

Date: _____

President**: _____

Date: _____

*Grant Accountant's signature required for grant-funded positions only.

**The President's signature is required for all appointments at the salary of \$50,000 and above.