

Pine Technical College

Policy and Procedure

Policy Number: 111 Date: 7/01/02 Revision Date:
Division/Department: Administration Author: Robert Musgrove
Subject: Employee Exit Process

Authorities:

Purpose:

For security and HR reasons, employees leaving the service of Pine Technical College should be processed out in such a way that protects the institution and also informs the employee.

Policy:

PTC will operate a thorough and effective exit process for employees leaving the service of the college.

Procedure:

1. Each employee, upon notifying his or her supervisor of his or her resignation or retirement, will be provided with an exit checklist form. Employees leaving the institution because of layoff or for any other reason will also be provided with the exit checklist.
2. The checklist will cover any major areas of the organization that require knowledge or need to take action based upon an employee's leaving the college. This will include but is not limited to Human Resources, Information Services, and the campus security officer or any other campus employee in charge of building security and keys.
3. Each manager for the divisions or offices listed on the checklist will insure that appropriate steps are taken for exiting employees to sign the appropriate exit paperwork, turn in state property assigned to them or otherwise complete any steps required for security and other measures.
4. The supervisor will collect the completed checklist to insure that all appropriate offices have been informed.

Responsibilities:

1. HR and the Leadership Team are responsible for developing and periodically updating the employee exit checklist form.
2. HR will notify IT, Facilities and any other appropriate divisions of the pending departure of any employee.
3. IT, Facilities and other divisions will notify the supervisor of the departing employee of any items to be collected from that employee prior to his or her departure.
4. Supervisors are responsible for insuring that all employees leaving their division and the college complete the checklist and process.

5. Managers whose offices are listed on the checklist will insure that, upon being informed that the employee is leaving, all appropriate security measures are taken, equipment turned in and information or signatures secured prior to signing off on the checklist.

Dissemination:

Regular dissemination to all employees. Placement of policy and form on College intranet.

Reviewed by Executive Cabinet: 7/1/02

Reviewed by Faculty Senate: NA

Reviewed by: Leadership Team 7/15/02

Approved: _____ Date: 7/15/02



Employee Exit Checklist

Employee Name _____ Date of Departure _____

Supervisor _____

TO BE COMPLETED WITH SUPERVISOR AND RETURNED TO HUMAN RESOURCES PRIOR TO DEPARTURE DATE

To be completed or performed by supervisor with employee:

- Notify HR of termination or departure of employee.
- Arrange appointment for employee with HR for COBRA, termination paperwork.
- Upon notification by Information Services, Facilities or other divisions of items issues to employee, collect:
 - Keys
 - Pager
 - Cell phone
 - Credit cards
 - Laptop computer
 - Other equipment or materials issued (please list):
 - _____
 - _____
 - _____

Forward completed checklist to HR.

Employee Signature:	Date:
Supervisor Signature:	Date
Human Resources:	Date