Procedure IV.4003.D.a, Employee Exits

Associated Policy
Policy IV.4003.D, Acceptance of Resignation of Retirement

Procedure

With the exception of approved leave under the Family Medical Leave Act (FMLA), a resignation date is the last day the employee physically works for the College. A resignation date may not be extended by the use of personal business, holiday, sick, or vacation leave. Employees who resign or retire and have unused, accrued vacation leave, will be paid for that time at their normal rate of pay up to a maximum of one year's vacation accrual. An employee who is resigning may contact Human Resources for guidance on the exit process. For retirement, the employee should contact Human Resources, Benefits to confirm the effective date of the retirement.

A uniform practice for accepting a resignation or retirement from an employee by the Chancellor, Strategic Leadership Team (SLT) member, or a designee is outlined in the associated policy.

Full-time Employees:

The following procedures should be followed when a full-time employee is leaving a department either by voluntary or involuntary separation:

Voluntary separations:

1. The leader or designee must complete an Electronic Personnel Action Form (EPAF) with all pertinent information and the date of departure when the employee provides the date of separation.
2. Approval of the EPAF will initiate the employee exit workflow. The workflow will notify the following departments that the employee is exiting, and the leader will be asked to collect any property issued to the employee by San Jacinto College. The EPAF notifies:

   - Technical Support to disable network access and to inform the leader of items that need to be collected.
   - Purchasing to inform the leader to collect cell phone or P-card issued to the employee by this department.
   - Facilities to inform leader to collect any keys or other property issued to the employee.
   - Marketing to identify if the employee is a website or social media content owner.
   - Human Resources to process the termination transaction.

3. The exit workflow will also email the employee to complete the Employee Exit Packet. The Employee Exit Survey is optional, but employees are encouraged to respond. *Users may reference below for involuntary separations*.

    - The Employee Exit Survey is an electronic survey that helps leadership understand why employees choose to leave the College.
    - While the data on this survey may be useful and the employee certainly is encouraged to respond, the completion of this form is optional and may be completed after departure. The employee may also forward the link to their personal email address to complete after they exit. All responses will be used in a confidential manner to bring about a better workplace.

4. The leader will complete the electronic Employee Exit Checklist via Banner Workflow no later than three workdays prior to the last day of employment. The Employee Exit Checklist will enable the leader and the employee to account for and/or return all College property. If there is no immediate leader available, the next leader in the chain of command will assume the responsibility.

    - It will be the responsibility of the leader to ensure that the Employee Exit Checklist is completed in Banner Workflow, and all property is collected and returned to the appropriate department(s).

Involuntary separations:

Leaders print and complete the Leader Exit Packet on the last day of employment as soon as the employee has been notified. All pertinent departments should be notified of an involuntary separation via email by the leader so that immediate action can be taken to disable network access and collect all College property. The leader will still submit an EPAF on the last day of employment to initiate the employee exit workflow and proceed with the steps listed for voluntary separations. The Employee Exit Survey should not be completed for involuntary separations.

Part-time (Adjunct) Faculty and Part-time Staff:

The following procedures should be taken when a part-time employee is leaving a department either by voluntary or involuntary separation:

- **Voluntary separations:**
    1. Leaders complete an EPAF with all pertinent information and the date of departure as soon as the leader is aware that a separation is taking place.
    2. The leader or employee submits a resignation/retirement letter to Human Resources via email (hr@sjcd.edu) or interoffice mail.
    3. The Leader Exit Packet should be used to complete an Employee Exit Checklist during the last day of employment.
- The Employee Exit Checklist will enable the leader and the employee to account for and/or return all College property. If there is no immediate leader, the next level leader will assume the responsibility.

a. The leader is responsible to ensure that the Employee Exit Checklist is completed and returned to Human Resources and that College property is collected and returned to the appropriate departments.
b. The Exit Checklist, when completed, signed, and returned to Human Resources, will authorize payroll to compile and release the final wages owed. Leaders may contact the departments listed below to find out what property the employee has been issued.

- IT issued Phones – Coordinator, IT Procurement - 281-998-6150 ext. 2682
- All other phones – Purchasing - 281-998-6117
- ITS Issued Laptops – techsupport@sjcd.edu, 281-998-6137
- Keys – Locksmith – maintenance.request@sjcd.edu, 281-998-6150 ext. 1854

- The Employee Exit Survey will be emailed to the employee.

Involuntary separations:

Leaders print and complete the Leader Exit Packet on the last day of employment as soon as the employee has been notified. All pertinent departments should be notified of an involuntary separation via email by the leader so that immediate action can be taken to disable network access and collect all College property. The leader will submit an EPAF on the last day of employment to terminate the part-time employee. The Employee Exit Survey should not be completed for involuntary separations.

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Effective Date	October 3, 2023
Associated Policy	Policy IV.4003.D, Acceptance of Resignation or Retirement
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational Talent and Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources