

**College Procedure:** 404.21 - Separation of Employment  
**Policy Reference:** 404 - Employment Relationship  
**Responsible Department:** Human Resources  
**Approval Authority:** Cabinet  
**Procedure Owner:** Vice President, Human Resources  
**Effective Date:** 11/15/2012

**Version Number:** 3  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

---

## Reason for Procedure

This procedure outlines the expectations of employees who are separating employment from the College for reasons other than retiring under the Retirement Incentive Program.

## The Procedure

In the event that a full-time employee chooses to terminate his or her employment with the College, they are asked to submit a letter of resignation to their supervisor stating their last date of employment and reason for leaving. A two-week notice is requested. The supervisor will forward the letter of resignation to Human Resources.

When the letter of resignation is received by the Human Resources office, a separation letter will be sent to the resigning employee. This letter will outline details the resigning employee will need to be aware of such as continuation of insurance (COBRA), converting life insurance, and options with regard to the retirement plan.

Employees resigning from the College may not use paid leave or vacation during their two-week notice period or add paid leave or vacation days after their last day of employment in order to extend the date of termination. The employee's last date of employment will be the last day they physically report to work. Any vacation days banked and/or vacation days earned/unused for the current fiscal year will be paid to the employee on their last paycheck. Any promissory notes from the employee will be collected from the last paycheck as well as any unearned vacation days used from the current fiscal year.

Employees are invited to participate in an exit interview via the survey link that they receive. Employees may request an in person exit interview with Human Resources. Information provided on the exit interview questionnaire and during the exit interview may be shared with appropriate individuals in order to improve employment conditions at Kirkwood.

The employee will be required to return keys, employee identification card, and charge card (if issued).

## References

## Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

## Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	11/15/2012	Jim Choate, Vice President, Finance	
2		Mick Starcevich, President	New template 5/16/2017
3		Cabinet	Procedure template 7/18/2019