
SUBJECT: NOTICE OF TERMINATION OF EMPLOYMENT

1.0 PURPOSE

- 1.1. The purpose of this Policy is to set forth the policy and procedures surrounding voluntary resignation of employment and the College's duty to Employees who are terminated for reasons other than Corrective Action and duties of any Employee who leaves the employ of the College.

2.0 DEFINITIONS

- 2.1. As set forth in Policy 318 unless otherwise defined here.
- 2.2. Employee –Part-time and Temporary Staff Employees, Administration Employees, Probationary Regular Staff Employees, Regular Staff Employees, Faculty Employees.
- 2.3. Resignation – An announcement or action by an Employee indicating that they are voluntarily ending their employment with Snow College. Resignations are preferred in writing but may be verbal or on rare occasions communicated by conduct. A written notice of retirement serves as a Resignation.

3.0 POLICY

- 3.1. Employees of the College who Resign or otherwise voluntarily leave the College are expected to give a minimum notice of Resignation of two weeks.
 - 3.1.1. A Resignation should be submitted in writing to the Immediate Supervisor but a verbal resignation made in the presence of a Line Supervisor, Immediate Supervisor, Administration Employee, a member of the Human Resources Department, or otherwise clearly communicated verbally to any member of the College or through clear actions, is effective as a Resignation.
 - 3.1.1.1. Actions or statements that indicate an employee is merely considering resignation (i.e. interviewing for another job) is insufficient for Resignation. Only statements or actions that clearly show the employee desires to end their employment relationship with the College will be effective as Resignation.
 - 3.1.2. A Resignation may be withdrawn by an Employee in writing and given to the Immediate Supervisor with a copy to Human Resources Department within 24 hours of the initial Resignation. After 24 hours a Resignation is final and may be withdrawn only with the written agreement of the Director of Human Resources and the Vice President (or equivalent) who oversees the Employee's department.

- 3.1.2.1. The Director of Human Resources and/or the Vice President (or equivalent) will consult with the resigned employee's direct supervisor, or others as needed, before making a final decision.
 - 3.1.3. The College may terminate employment prior to the effective date of a Resignation in accord with the Corrective Action Policy and Procedures, including the procedures for Job Abandonment, or other College Policy and Procedures.
 - 3.1.4. An Employee who Resigns is still subject to the Policies and Procedures of the College, including Corrective Action, until the effective date of that resignation (and thereafter as applicable).
 - 3.1.5. An Employee who Resigns must reasonably cooperate with the College in finishing their duties prior to the end date of their employment (for example, faculty must finish teaching classes and prepare final grades) and reasonably orient and train the persons who will assume their job duties as requested.
 - 3.2. Regular Staff Employees Terminated for reasons other than Corrective Action or due to the Employee's Resignation will be given at least two weeks' notice of Termination but the College will endeavor to give four weeks' notice. The College may at its sole discretion place a Terminated or Resigning Employee on administrative leave after notice is given and require the Employee to not report for work or perform duties.
 - 3.3. At-will Employees will be given two weeks' notice of Termination when practical.
 - 3.4. Notice of Termination for Faculty, including Professional Track Faculty, is further set forth in the Policies that govern faculty including the Advancement and Tenure Policy and if the notice period is different therein that period shall apply.
 - 3.5. Terminated Employees must reasonably cooperate with the College in finishing their duties prior to the end date of their employment (for example, faculty should finish teaching classes and prepare final grades) and reasonably orient and train the persons who will assume their job duties as requested.
- 4.0 DUTIES RELATED TO TERMINATED EMPLOYEES
 - 4.1. Termination of Benefits upon Resignation or Termination.
 - 4.1.1. Employees who Resign or are Terminated will be paid for leave as allowed and set forth in the leave policies.

- 4.1.2. Medical, Dental, Life, Disability, or other group insurance coverage will terminate in accordance with the provisions of the applicable policy contracts and Employees who Resign or are Terminated will be notified of the date benefits will terminate if other than the effective date of the Resignation or Termination.
- 4.2. Department supervisors are responsible to notify and encourage a Resigning or Terminated Employee to arrange an exit interview or survey with the Human Resource Office, or designee.
- 4.3. The Employee identification card, College keys, library material, and College equipment must be surrendered at the time of termination or effective date of resignation or termination or such earlier time as directed by Human Resources.
- 4.4. Resigning or terminated employees must also reconcile all purchasing card transactions before the effective date of the resignation or termination and resolve all debts owed to the College.
- 4.5. Human Resources shall prepare the appropriate paperwork for Resigning and Terminated Employees and notify appropriate persons.