

Section: SEPARATION
Subject: Employee Exit
Number: HR 3830

I. Institutional Regulations

Regular employees shall be required to complete a separation checklist with their supervisor and will receive the opportunity to share information, either in writing or in person, through an exit interview upon ending employment with the College.

II. Procedure

- A. A separation checklist shall be sent to a separating employee when his/her Separation of Employment form is received by Human Resources. The employee shall be required to complete the separation checklist form with their supervisor. The form shall be returned to Human Resources on or before the last day of employment.
- B. The employee is encouraged to complete an exit interview questionnaire and submit it to the Benefits Coordinator. If the employee wishes to meet face-to-face for the exit interview, s/he should contact the Benefits Coordinator to schedule an appointment.
- C. Final pay and benefit continuation (COBRA) information shall be provided to the employee by Benefits and Payroll in Human Resources.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002
Revised: February 1, 2011
November 1, 2011
February 1, 2016
February 21, 2017
March 20, 2018