

AP 109.00 EMPLOYMENT EXIT PROCEDURE

Associated Board Policy: 109.00 At-Will Employment

Procedure Owner: Vice President of Finance & Administration

Related Procedures:

I. Procedure Scope and Purpose

This procedure aims to ensure a smooth transition for employees leaving the organization and to gather valuable feedback to improve our workplace environment. All staff employees who resign or are terminated must complete an exit interview and follow the checkout process with Human Resources. This procedure applies to all full-time, part-time, and temporary employees who are voluntarily resigning, retiring, or whose employment is being terminated by the organization.

II. Definitions

At-will employment is defined as employment with the college that is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

III. Procedures

A. Notice of Resignation or Termination

Employee Initiated: Employees are required to provide a written notice of resignation to their immediate supervisor and Human Resources. The letter must state the last working date.

Employer Initiated: Supervisors must notify Human Resources immediately upon terminating an employee's employment. The supervisor must provide Human Resources with documentation supporting the decision to terminate.

B. Scheduling the Exit Interview

Upon receiving a resignation notice or termination decision, the Human Resources Director will schedule an exit interview with the departing employee. This interview should ideally take place during the employee's last week of work.

C. Conducting the Exit Interview

The Human Resources Director will conduct the exit interview using the Exit Interview Form (see attached).

Topics to be covered include:

- Reasons for leaving
- Job satisfaction
- Work environment
- Relationship with supervisors and colleagues
- Compensation and benefits
- Suggestions for improvement

The interview can be conducted in person, via video call, or by phone, depending on the employee's preference and availability.

D. Confidentiality

All information gathered during the exit interview will be treated confidentially and used for internal purposes only to improve organizational practices.

The College will make a great effort to keep all information confidential wherever possible. All attempts will be made to provide aggregate information to departments, managers, and supervisors. However, in small offices or where specific situations exist, keeping the information anonymous may not always be possible. Information that relates to harassment, discrimination, or illegal activity will be acted upon immediately, and it will not be possible to keep the source of this information confidential.

E. Checkout Process

The Human Resources Director will contact the Campus Facilities and Information Technology department for a list of departing employees' keys and all Cowley-issued technology and electronics. The Human Resources Director will provide the departing employee with a list of items that must be returned.

The Human Resources Director will collect all keys and electronic equipment from employees and will give items to the Director of Campus Facilities and Vice President of Information Technology upon receipt. The employee will be charged for the appropriate materials if items are not returned.

F. Final Pay and Benefits

HR will inform the employee about the process for final paycheck distribution, including payment for any accrued but unused vacation time, upon proper notification.

Information about continuation or termination of benefits, such as health insurance, will be provided. All other benefits, such as gym membership, tuition reimbursement, and tuition scholarships, will no longer be available to the exiting employee.

G. Documentation

All exit interview and checkout process documents will be retained in the employee's personnel file. HR will compile and analyze exit interview data periodically to identify trends and areas for improvement.

H. Responsibilities

Employees: Notify supervisors of resignation, participate in exit interviews, and complete the checkout process.

Supervisors: Notify HR of terminations, assist in collecting company property, and ensure revocation of access rights.

HR Department: Schedule and conduct exit interviews, manage checkout process, handle final pay and benefits, and analyze exit interview data.

I. Compliance

Failure to comply with this policy may result in delays in processing the final paycheck or other administrative complications.

J. Review and Revision

This policy will be reviewed annually and updated as necessary to ensure it remains effective and relevant.

IV. Effective Date(s)

This procedure first became effective July 2, 2024.

V. Signature and Title

A handwritten signature in cursive script that reads "Hally Harper".

This procedure is implemented by: _____

Title: Vice President of Finance and Administration