

Policy 5.35

Resignation Policy

Any employee terminating his/her services at the College must submit a written notice to the President thirty days prior to departure which states his/her last workday. A copy of this notice should be sent by the employee to his/her supervisor who is responsible for notifying human resources.

Clerical, maintenance, custodial staff, part-time instructors, and other support personnel may upon agreement with the president submit a minimum two week notice. Before leaving, the employee must meet with the Human Resources office to review retirement, medical and supplemental benefits, accumulated leave, exit procedures, etc.

The Human Resources Office will notify appropriate personnel of an employee's last work day prior to the release of the last payroll check to determine that all obligations have been met and responsibilities completed.

The College pays the employer portion of the medical insurance premium during the non-contracted months on less than 12 month employees with the assumption the employee is returning for the next contract period. If the employee does not return, the following statements apply. If a full-time employee resigns after the end date of their current contract but before the beginning of the next contract, the end date of their medical and supplemental benefits may be back-dated based on the plan's eligibility rules. This will be based on the ineligibility event date and whether or not claims have been filed on the insurance policies. If the medical insurance end date cannot be back-dated because of claims, the employee will be responsible for reimbursing the College for the employer portion of the premiums after the date the benefits should have ended.

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *11/6/13*

Board of Trustees Review/Approval Dates: *11/6/13*

Implementation Dates: *Enter date(s) here*