

College Operating Procedures (COP)



Procedure Title:	Resignation and Personnel Clearance Procedures
Procedure Number:	05-0306
Originating Department:	Office of Human Resources
<u>Specific Authority:</u>	
Board Policy	6Hx6:5.02
Florida Statute	1001.65
Florida Administrative Code	n/a
Procedure Actions:	Adopted: 11/21/1996; 7/1/2000; 1/2003; 11/320/04; 12/2/2008; 02/16/2010; 11/1/2010; 11/18/2020
Purpose Statement:	To provide College employees procedures for resigning.

Guidelines:

Employees are required to give written notice of their intent to resign. Generally, a two (2) week notice is required, unless there are extenuating circumstances that would warrant less than a two (2) week notice. Contract administrators, executives and faculty are expected to honor the full contract period unless there are extenuating circumstances. Failure to provide reasonable notice may result in an unfavorable employment reference.

Once a written notification to resign/retire has been received and approved, rescinding the notification will not be permitted.

Employees who are absent from work for three (3) consecutive days without being excused or giving proper notice will be considered as having voluntarily resigned.

Resigning/retiring employees may not use vacation, personal or sick leave to extend their termination date or to satisfy their notice requirement. It is expected the resigning/retiring employee will be present and working each day of the notice given.

Refer to other appropriate College Operating Procedures for information regarding termination for disciplinary reasons and retirement.

Procedures:

Employee: A resigning/retiring employee is required to turn in all College issued property, BUC card, parking decals, keys, and other equipment on or before their last day of work. All documents and materials related to College business must be preserved and no documents can be discarded or removed from the property; and no e-mails may be deleted without supervisory approval.

Supervisor: Once notified by the employee of the resignation/retirement, the supervisor must immediately submit a letter of resignation (or other supporting documents such as notice of disciplinary action) to the Human Resources Office. Any involuntary terminations must be reviewed by the Chief Human Resources and Organizational Development Officer. The Chief Human Resources Officer must approve all involuntary terminations prior to the action, unless the safety of the College community, facilities or systems is in jeopardy.

Office of Human Resources: Once the resignation letter is received by the Human Resources Office, an electronic departure and Personnel Action workflow will be initiated for the employee. The employee and the supervisor will receive an e-mail regarding exit procedures. An exit interview with the Chief Human Resources and Organizational Development Officer can be scheduled upon request (for resignations or retirements). Each department is responsible for inactivating access for the employee in accordance with that department's operating procedures.

Benefit eligible employees will be sent information regarding related Cobra coverage through the College's Cobra administrator to the employee's address of record.

Final pay for a departing employee will be adjusted to reflect the actual pay earned for the duty days worked in the current fiscal year. Payment for any lost or damaged College property may be deducted from the final pay in accordance with applicable laws and practices.