

## College Operating Procedures (COP)



**Procedure Title:** Resignation and Personnel Clearance Procedures  
**Procedure Number:** 05-0306  
**Originating Department:** Office of Human Resources

**Specific Authority:**  
Board Policy 6Hx6:5.02  
Florida Statute 1001.65  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 11/21/96; 7/1/00; 1/03; 11/3/04; 12/2/08; 02/16/10; 11/1/10

**Purpose Statement:** To provide College employees procedures for resigning.

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### 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, identification 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 completed Personnel Action form and the 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 Vice President, Human Resources and the Senior Vice President, Operations. The College President or designee 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 Personnel Action form is received by the Human Resources Office, an electronic departure workflow will be initiated for the employee. The supervisor, along with other campus departments will receive an e-mail with directions as to how to log into the workflow system. Within the system is a list of actions associated with an employee departure. The employee will also receive an e-mail regarding exit procedures. An exit interview with the Vice President, Human Resources can be scheduled upon request. 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.