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| <b>Title:</b>                                   | <b>Separation of Employment and Exit Procedures</b> |
| <b>Reference:</b>                               | <b>0793.20</b>                                      |
| <input type="checkbox"/> <b>Initial Action:</b> | <b>July 26, 2001</b>                                |
| <input type="checkbox"/> <b>Board Agenda:</b>   | <b>19-072</b>                                       |
| <input type="checkbox"/> <b>Policy:</b>         | <b>11/20/2019</b>                                   |
| <input type="checkbox"/> <b>Procedure:</b>      | <b>11/20/2019</b>                                   |
| <input type="checkbox"/> <b>Last Reviewed:</b>  | <b>April 2024</b>                                   |
| <input type="checkbox"/> <b>Effective:</b>      | <b>12/5/2019</b>                                    |
| <input type="checkbox"/> <b>Next Review:</b>    | <b>April 2027</b>                                   |
| <input type="checkbox"/> <b>Responsibility:</b> | <b>Executive Director of Human Resources</b>        |

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**Policy:** The Board of Trustees has delegated authority to the President to accept notices of separation of employment by College employees. The Board of Trustees confirms the President’s action at its regularly scheduled meeting.

**Procedure:**

**Voluntary Separation:** Voluntary separation of employment occurs when an employee submits a written notice of separation, including intent to retire to their supervisor.

1. **Notice of Voluntary Separation:** Employees should submit a written notice or verbal notice of voluntary separation at the earliest possible opportunity, but no later than two (2) weeks prior to the scheduled separation date. Employees must submit a separation letter to their immediate supervisor with a copy, either via email or hardcopy to Human Resources. Human Resources will provide the letter and/or email to the President or designee for acceptance. In the event of “separation without at least two (2) weeks notice, annual leave will not be paid (Annual Leave Policy).

Full-time Faculty should reference their Cecil College Faculty Agreement and follow procedures outlined in section “Faculty Member Termination of Employment” for notice of voluntary resignation procedure.

2. The President or designee, in their sole discretion, retain the authority to accept a voluntary separation effective immediately upon notice or sooner than the dated provided in the employee’s notice. Human Resources will notify employees and their immediate supervisor regarding acceptance of separation sooner than the date provided, if applicable.

**Involuntary Separation:** Involuntary separation of employment occurs when the separation is not initiated by the employee, and that is not considered a reduction in force. When appropriate employees will be warned and counseled prior to involuntary separation. The College retains the right to discharge employees without following progressive discipline where circumstances so warrant. A full-time non-probationary

employee whose employment has been terminated as part of an involuntary separation may appeal the decision through the College's grievance procedure.

1. Human Resources will provide the President or their designee with documentation for recommendation of dismissal.
2. The President or their designee will authorize the recommendation for dismissal. Human Resources will notify the employee of the recommendation for dismissal. Supervisors need approval from Human Resources to notify the employee. In the event of dismissal for cause, annual leave will not be paid (Annual Leave Policy).

**Reduction in Force:** Reduction of force is defined as separation from employment due to lack of funds, lack of work, redesign or elimination of positions(s) due to economical or operational factors, or because of financial exigency (Reduction in Force Policy)

**Job Abandonment:** Job abandonment or voluntary quit occurs when an employee fails to report to work without properly contacting and obtaining approval for the absence from his/her supervisor (i.e. absence on a "no call/or show" basis) for three (3) consecutive working days, the employee will be considered to have abandoned his/her job, effective at the end of their normal shift on the third day. Proper use of sick and safe leave will not count toward the three (3) days for job abandonment. If an employee abandons his/her job, the College will process separation paperwork. (Job Abandonment Policy).

**Separation Procedures:** Human Resources will provide separation information to the employee prior to the last day of work or as soon as reasonably practical. Employees must return all Cecil College property by the last day worked, or sooner if directed by Human Resources and/or the Divisional Vice President or designee.

**Exit Interview:** When feasible, Human Resources will hold an exit interview with the employee. An exit interview survey will be sent prior to the exit interview meeting. Completion of the survey is optional. During the exit interview, Human Resources will review exit procedures, final pay information, and provide the employee with termination of benefits information, as applicable. If an exit interview is not held, the College will provide separation information as soon as reasonably practical after the employee's termination date.