



ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE NO: AP 351

RELATED TO POLICY NO. 351

TITLE: SEPARATION FROM EMPLOYMENT

I. INTRODUCTION

Separation of employment from an organization can occur for several different reasons. In order to ensure uniform and consistent procedures for employee separations, CC has established rules applicable to all such separations.

II. SEPARATION NOTICE REQUIREMENTS

Based on the type of separation the following rules shall apply:

A. Resignation

Unless otherwise directed by a Collective Bargaining Agreement, in order to resign in good standing employees shall give their supervisor written notice at least fourteen (14) calendar days prior to the employee's last workday. The notice shall then be forwarded to Human Resources. An employee's supervisor may choose to waive the fourteen (14) day notice requirement if he/she believes individual circumstances warrant it. If the fourteen (14) day requirement is waived, a written resignation letter is still required. UCC may deny any request by an employee to rescind a resignation.

B. Termination

Employees who are terminated are given notice in accordance with the UCC Discipline and Discharge Policy 313 and Collective Bargaining Agreements.

C. Layoff

If it becomes necessary to reduce the workforce, employees affected by the reduction in force are given notice in accordance with the Reduction in Force Policy and Collective Bargaining Agreements.

D. Retirement

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Employees who plan to retire shall notify Human Resources and their supervisor in writing at least 45 calendar days before their planned retirement date. Failure to do so could result in payment delays if applicable.

III. RETURN OF UCC PROPERTY

All UCC property shall be returned at or before the time of separation, including but not limited to:

- A. UCC credit or purchasing cards
- B. UCC uniforms or work-related clothing
- C. Cell phones
- D. Employee identification badge
- E. Keys to UCC vehicles, buildings, desks, cabinets, etc.
- F. Computers, laptops, etc.
- G. Tools or other equipment
- H. UCC issued staff parking permit
- I. Library materials and/or all reserve items
- J. Any other UCC property in possession of the employee

Failure to return items may result in criminal charges.

IV. EXIT SURVEYS

All employees separating employment are asked to complete UCC's electronic exit survey. The survey is not required, but strongly encouraged. The purpose of the survey is to get a departing employee's opinions about working at UCC, including what UCC does well and what needs improvement. All employees are encouraged to be candid and forthright in completing the survey. Human Resources will compile the information and send it to the President on a quarterly basis.

The exit survey is located at <http://www.surveymonkey.com/s/uccexitsurvey>

Personal exit interviews also are available to employees by contacting Human Resources.

V. FINAL PAYCHECK

On or prior to the last day of employment, employees shall return all College property to their supervisor. Final paychecks are mailed to the employee's home address on the next regular payday. If the employee gives the Payroll office a written request for earlier payment, the employee will be paid within forty-eight (48) hours (excluding weekends/holidays) of receipt of the request or the last day worked, whichever is later.

VI. EMPLOYEE'S RESPONSIBILITIES

Employees are also responsible to:

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- A. Submit a timely written letter of resignation or retirement, when applicable.
- B. Complete an electronic exit survey or contact Human Resources to schedule a persona interview (optional).
- C. Ensure that all UCC property is returned no later than the last day worked.
- D. Provide Human Resources with a current forwarding address to ensure that benefits and tax information are received in a timely manner.

VII. SUPERVISOR'S RESPONSIBILITIES

When an employee separates from UCC, the department supervisor is responsible for the following:

- A. Complete a Separation form and forward it to Human Resources. This should occur upon receiving the employee's notice of separation.

Date Revised: 12/12/2012

DATE OF ADOPTION:
DATE(S) OF REVISION(S): 12/4/12
DATE OF LAST REVIEW:

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