I. VOLUNTARY SEPARATION

1. Employees are encouraged to provide a written letter of resignation containing the employee’s name, position, and the effective date of separation. Generally, upon resignation, an employee should give a minimum of two weeks’ notice to the System Office/College. A letter of resignation by a separating employee, if provided, will be given to the employee’s immediate supervisor, who shall forward it to the Human Resource Office.

2. Upon receipt of an employee’s notification of resignation, the appropriate System Office/College official shall accept the resignation on behalf of the System

Date of Last Review: July 13, 2023
Office/College in the same manner as provided, whether written or oral, and an oral acceptance of a resignation should be generally confirmed in writing.

3. Upon receipt of a copy of the letter of resignation, a Human Resource representative will notify the employee regarding the exit interview process and will provide a separation checklist and separation questionnaire for completion.

4. The separating employee will contact the Human Resource Office to schedule an exit interview to review the separation checklist (Addendum 1) and separation questionnaire (Addendum 2). The employee is encouraged to complete the separation questionnaire prior to their appointment with the Human Resource representative.

5. On the appointed date, the Human Resource representative and the separating employee will review the separation checklist. The Human Resource representative will review the separation checklist and separation questionnaire for completion. The Human Resource representative will also answer any questions the employee may have concerning their personnel records and benefits.

6. The Human Resource representative will file the separated employee's separation checklist and separation questionnaire in an appropriate manner. The data from the separation questionnaire will be analyzed periodically and should be used as a management tool to reduce employee turnover if problem areas are identified.

7. Transferring to another state agency within fifteen (15) days with no annual leave payout will not constitute a break in service.

8. There is no ability to rescind a resignation once it has been accepted, unless a System/College President consents.

9. There are no grievance rights if the employee submits a letter of resignation. If the employee resigns in lieu of termination, the employee would be considered to have submitted a voluntary resignation.

II. INVOLUNTARY TERMINATION

When an employee in a full-time employment (FTE) position has been involuntarily terminated for cause, the Human Resource representative and the terminated employee or their immediate supervisor, depending on the case, will do the following:
1. The Human Resource representative should complete a separation checklist (Addendum 1) which specifies the reason for dismissal. The Human Resource representative will file the checklist in an appropriate manner.

2. The Human Resource representative should analyze the data from the separation checklists periodically and provide any significant findings to the System/College President or designee.

3. Employees who have attained covered status may access the State Employee Grievance Process. (See Procedure 8-6-100.1). Employees who are still in probationary status do not have grievance rights. (See Procedure 8-6-100.1)

III. **TEMPORARY & TEMPORARY GRANT SEPARATIONS**

For separation/termination of employment for persons occupying temporary or temporary grant positions, see SBTCE Procedures 8-7-100.2 and 8-2-108.1.
A separation checklist will ensure that the employee has been briefed on their termination of benefits and that all property and records of the institution have been returned. Actual format and practices may vary from college to college based on varying conditions and needs.

Date____________________

SEPARATION CHECKLIST

<table>
<thead>
<tr>
<th>PART I</th>
<th>Employee's Name ____________________________ Personnel No. __________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Position ________________________________________________</td>
</tr>
<tr>
<td></td>
<td>Separation Date ________________________________</td>
</tr>
<tr>
<td></td>
<td>Reason for leaving: __________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART II</th>
<th>Employee's Mailing Address ____________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phone ________________________________________</td>
</tr>
<tr>
<td></td>
<td>Transfer: Yes____ No____ Agency ________________________________________</td>
</tr>
<tr>
<td></td>
<td>If another state agency Where: ________________________________________</td>
</tr>
<tr>
<td></td>
<td>Pay accumulated annual leave: Yes_____ No_____</td>
</tr>
<tr>
<td></td>
<td>Amount:______ Hours______ $__________</td>
</tr>
<tr>
<td></td>
<td>Donate unused leave: Annual/Faculty Non-Work: Hours:____<strong>$</strong>________</td>
</tr>
<tr>
<td></td>
<td>Sick: Hours: ______ $ __________</td>
</tr>
<tr>
<td></td>
<td>Retirement form:_____________ Withdraw________ Transfer__________</td>
</tr>
<tr>
<td></td>
<td>Insurance conversion: Yes___ No____ Transfer: Yes____ No____</td>
</tr>
<tr>
<td></td>
<td>COBRA Information: Yes ______ No _____</td>
</tr>
<tr>
<td></td>
<td>Security keys and identification badges returned: Yes ____ No____ N/A____ *</td>
</tr>
<tr>
<td></td>
<td>Separation Questionnaire: _______________________________</td>
</tr>
</tbody>
</table>

* N/A: Not Applicable
ADDENDUM 1
(SAMPLE)

Tools and equipment: ____________________________ *

PART III  (For Institutional Use)

Expense accounts ____________________________

Parking tickets ____________________________

Computer Account Access: ______________________

Library fines ____________________________

Books (property of Institution) ____________________________

Library loans and media equipment ____________________________

Grades and roll books ____________________________

Student information ____________________________

Committee files ____________________________

Employee's Signature ____________________________ Date _____________

Interviewer's Signature ____________________________ Date _____________

* These items may or may not be collected by the interviewer. It will be necessary for the System Office/College to ensure that items issued to the employee are collected and accounted for on or before the employee’s last day.
A separation questionnaire is designed to obtain the reason for separation, employee's opinions about their job, and the employee's overall opinions of the System Office/College. The Human Resource office should summarize data from the questionnaire periodically to determine if potential problem areas exist that might cause excessive turnover in personnel. Actual format and practices may vary from college to college based on varying conditions and needs.

**SEPARATION QUESTIONNAIRE**

1. When you were first employed by ____________________________, were the duties and responsibilities of your job clearly explained to you?

   Yes ______ No ______ Uncertain ______

   Comments ____________________________________________________

2. Which of the following factors contributed toward your decision to leave?

   ( ) Commuting distance          ( ) Mutual agreement
   ( ) Compensation               ( ) Personal reasons
   ( ) Family problems            ( ) Promotional opportunity
   ( ) Fellow employees           ( ) Retirement
   ( ) Health reasons             ( ) Return to school
   ( ) Hours                      ( ) State policies
   ( ) Illness in family          ( ) Supervision
   ( ) Inadequate training        ( ) Dependent care
   ( ) Location                   ( ) Marriage
   ( ) Transportation problems   ( ) Type of work
   ( ) Maternity                  ( ) Working conditions
   ( ) Military reasons           ( ) Other

3. If you have accepted another position, will you be performing the same type of work?

   Yes____ No____

   If no, please specify _________________________________________

4. Does your new position offer you:

   YES  NO       YES  NO
   ( ) ( ) Better future ( ) ( ) Less strenuous work
   ( ) ( ) Better hours ( ) ( ) Return to former trade
   ( ) ( ) Higher pay  ( ) ( ) Other

   (specify): ___________________________________________________
ADDENDUM 2
(SAMPLE)

5. What did you like most about your job or department? ____________________________
   ____________________________
   ____________________________
   And what did you like least? ____________________________
   ____________________________
   ____________________________

6. Did you feel your efforts made an important contribution:
   (a) to the System Office/College?
       1. ( ) Almost always  2. ( ) Sometimes  3. ( ) Seldom
       4. ( ) Never  5. ( ) Don't know
   (b) to your Department?
       1. ( ) Almost always  2. ( ) Sometimes  3. ( ) Seldom
       4. ( ) Never  5. ( ) Don't know

7. Were you kept informed of changes in policies and practices:
   (a) System Office/College?
       1. ( ) Yes  2. ( ) No  3. ( ) Unimportant to me
   (b) in your Department?
       1. ( ) Yes  2. ( ) No  3. ( ) Unimportant to me

8. Was the amount of work you were expected to do:
   a. ( ) Too much for one person.
b. ( ) Occasionally heavy, but about right most of the time.
c. ( ) Just right. Not under worked or overworked.
d. ( ) Not enough. Did not fully take up time.

9. How would you rate the college (C) and/or department (D) on each of the following points?

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>No Opinion</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Fair and equal treatment by management</td>
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<tr>
<td>(b) Provides recognition on the job</td>
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<tr>
<td>(c) Development of cooperation and teamwork</td>
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<td>(d) Resolving complaints and problems</td>
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<td>(e) Communications with employees</td>
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<tr>
<td>(f) Communications within department</td>
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<tr>
<td>(g) On-the-job training</td>
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<tr>
<td>(h) Rate of pay for your job</td>
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<tr>
<td>(i) Employee benefits</td>
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<tr>
<td>(j) Chances of advancement</td>
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<td></td>
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<tr>
<td>(k) Access to information needed to do your job</td>
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<tr>
<td>(l) Management responsive to your ideas</td>
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<td></td>
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<tr>
<td>(m) Other (specify)</td>
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</tr>
</tbody>
</table>

10. Are there any other comments you would like to provide? ____________________________
    _____________________________________________________________________________
    _____________________________________________________________________________
    _____________________________________________________________________________

Signature (Optional): ____________________________________________________________