

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 8-8-100.1

PAGE: 1 of 3

TITLE: SEPARATION PRACTICES

**POLICY
REFERENCE NUMBER:** 8-8-100

**DIVISION OF
RESPONSIBILITY:** Human Resource Services

DATE OF LAST REVISION: July 13, 2023

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

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

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 8-8-100.1

PAGE: 2 of 3

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:

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 8-8-100.1

PAGE: 3 of 3

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.

ADDENDUM 1

(SAMPLE)

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

PART I Employee's Name _____ Personnel No. _____
Position _____
Separation Date _____
Reason for leaving: _____

PART II Employee's Mailing Address _____

Phone _____
Transfer: Yes _____ No _____ Agency _____
If another state agency Where: _____
Pay accumulated annual leave: Yes _____ No _____
Amount: _____ Hours _____ \$ _____
Donate unused leave: Annual/Faculty Non-Work: Hours: _____ \$ _____
Sick: Hours: _____ \$ _____
Retirement form: _____ Withdraw _____ Transfer _____
Insurance conversion: Yes _____ No _____ Transfer: Yes _____ No _____
COBRA Information: Yes _____ No _____
Security keys and identification badges returned: Yes _____ No _____ N/A _____ *
Separation Questionnaire: _____

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.

ADDENDUM 2

(SAMPLE)

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?

- | | |
|--|--|
| <input type="checkbox"/> Commuting distance | <input type="checkbox"/> Mutual agreement |
| <input type="checkbox"/> Compensation | <input type="checkbox"/> Personal reasons |
| <input type="checkbox"/> Family problems | <input type="checkbox"/> Promotional opportunity |
| <input type="checkbox"/> Fellow employees | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Health reasons | <input type="checkbox"/> Return to school |
| <input type="checkbox"/> Hours | <input type="checkbox"/> State policies |
| <input type="checkbox"/> Illness in family | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Inadequate training | <input type="checkbox"/> Dependent care |
| <input type="checkbox"/> Location | <input type="checkbox"/> Marriage |
| <input type="checkbox"/> Transportation problems | <input type="checkbox"/> Type of work |
| <input type="checkbox"/> Maternity | <input type="checkbox"/> Working conditions |
| <input type="checkbox"/> Military reasons | <input type="checkbox"/> 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 |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Better future | <input type="checkbox"/> | <input type="checkbox"/> Less strenuous work |
| <input type="checkbox"/> | <input type="checkbox"/> Better hours | <input type="checkbox"/> | <input type="checkbox"/> Return to former trade |
| <input type="checkbox"/> | <input type="checkbox"/> Higher pay | <input type="checkbox"/> | <input type="checkbox"/> 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. <input type="checkbox"/> Almost always | 2. <input type="checkbox"/> Sometimes | 3. <input type="checkbox"/> Seldom |
| 4. <input type="checkbox"/> Never | 5. <input type="checkbox"/> Don't know | |

(b) to your Department?

- | | | |
|---|--|------------------------------------|
| 1. <input type="checkbox"/> Almost always | 2. <input type="checkbox"/> Sometimes | 3. <input type="checkbox"/> Seldom |
| 4. <input type="checkbox"/> Never | 5. <input type="checkbox"/> Don't know | |

7. Were you kept informed of changes in policies and practices:

(a) System Office/College?

- | | | |
|---------------------------------|--------------------------------|---|
| 1. <input type="checkbox"/> Yes | 2. <input type="checkbox"/> No | 3. <input type="checkbox"/> Unimportant to me |
|---------------------------------|--------------------------------|---|

(b) in your Department?

- | | | |
|---------------------------------|--------------------------------|---|
| 1. <input type="checkbox"/> Yes | 2. <input type="checkbox"/> No | 3. <input type="checkbox"/> Unimportant to me |
|---------------------------------|--------------------------------|---|

8. Was the amount of work you were expected to do:

a. ☐ Too much for one person.

ADDENDUM 2

(SAMPLE)

- 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?

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

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

Signature (Optional): _____