

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Employee Separations	<u>Number</u> 412
Related Policy:	6Hx20-4.029 Employment	<u>Page</u> Page 1 of 2

I. Purpose

To ensure accurate and timely out-processing upon employee separation based on terminations, resignations, job abandonment, or reductions in force.

II. Procedure

- A. The College requires at least a two-week notice prior to a voluntary separation. Failure to give such notice without acceptable justification may affect the employee's eligibility for rehire
- B. A written resignation should be obtained from the employee. Verbal resignation is discouraged. If an employee provides only a verbal resignation to the department, the department will notify the Director, Human Resources, and will send a letter to the Director, Human Resources, with a copy to the employee (certified mail, return receipt requested) confirming the employee's verbal resignation.
- C. The supervisor of a terminating employee should initiate steps within Workday (Terminate Employee Task) to notify Human Resources of departing employees for timely out-processing. The notification of the Human Resources Department prior to the termination date facilitates property clearance, key control, benefits termination, personnel replacement, and to meet the requirements under the State Unemployment Compensation laws. The resignation/termination task in Workday shall be processed through the line of supervision, with the President's approval being the final approval.
- C. An exit interview should be scheduled with a Human Resources Department representative. Final personnel/payroll processing and benefits information, including COBRA guidelines, will be discussed at that time.
- D. Prior to the employee's departure, the supervisor should ensure all College keys to Key Control within the Maintenance Department. College property should be returned to the Department.
- E. In the event the resignation is due to retirement, the employee should come to the Human Resources Department to complete the forms required by the Division of Retirement. The Division of Retirement prefers a sixty (60) day notice.

- F. Abandonment of the job is defined as an absence of three (3) consecutive workdays without prior approval of the supervisor. The supervisor will notify the Human Resources Department when an employee abandons his or her position. The department will notify the employee by registered mail that it has advised the Human Resources Department that the employee abandoned his or her job (return receipt requested), which will be noted as termination for cause.
- G. The need for a reduction in force may be necessitated due to a budget shortage, organizational change, or work requirements. Employees will be notified of a reduction in force by the President or the President's designee.

Responsible Official: Director, Human Resources	
President's Signature: 	Date: 01/27/2023