EXIT PROCEDURE

The College requires that an employee leaving the College’s employment complete an exit procedure.

The President shall establish procedures required for employees leaving the employ of the College.

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EXIT PROCEDURE

Before leaving the College’s employment, all full-time employees must complete the following exit procedure.

Exit Procedure
The employee must complete the following process:

1. With his/her supervisor:
   a) Complete all professional obligations, and
   b) Review the current position description.

2. With the Director of Human Resources:
   a) Complete an exit interview,
   b) Return any identification or College personnel documents, and
   c) Complete exit clearance form and return all College property.

3. With the Physical Resource office:
   a) Return all keys.

4. With the Business office:
   a) Complete an inventory clearance,
   b) Clear all financial obligations, and
   c) Arrange for final paycheck.

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