



POLICY: 6Hx28:3F-01

Responsible Executive: Vice President,
Organizational Development & Human
Resources

Policy Contacts: ~~Director, Policy and
Special Projects~~ Asst VP, Talent
Management & Total Rewards

Specific Authority: 1001.64, F.S.

Law Implemented: 1001.64, F.S.

Effective Date: ~~11-18-1992~~ 06-22-2023

Date of Last Policy Review: 06-22-2023

Outprocessing of Employees Employment Separations and Exit Process

Policy Statement:

- I. A full time employee who is terminating his or her employment or is going on a leave of absence in excess of thirty (30) work days is required to clear the College and submit a Letter of Resignation or Certificate of Absence as appropriate. Employees who are voluntarily separating from employment with Valencia College shall provide to their supervisor written notice of their intended last work date, reasonably in advance, to allow for the timely closure of appropriate College accounts and for the College to maintain appropriate business continuity. The separating employee is responsible for complying with the College's established checkout processes, which includes without limitation, the prompt return of all College property. Separations from employment may include resignations, retirements, reductions in force, position eliminations, dismissals from employment, or other separations from employment at the College.
- II. The College President or designee shall establish procedures to implement this policy.

Policy History:

Adopted 1-19-83; Amended 11-18-92; Amended 06-22-23; Formerly 6Hx28:07-31; Formerly Outprocessing of Employees

Related Documents/Policies:

None

College Policy 6Hx28: 3E-08 Disciplinary Action

College Policy 6Hx28:3F-02 Terminal Pay for Full Time Employees

College Policy 6Hx28: 3F-04 Reductions in Force or Consolidation or Reduction in Program – Continuing Contract Instructional Personnel

College Policy 6Hx28: 3F-05.2 Abandonment of Position

Procedures:

I. The Employee Checkout Sheet (Personnel Form #21) is to be hand carried by the employee to the various sources on the employee's last workday. An employee resigning from the College, or leaving full-time employment and transitioning to part-time employment, should submit in writing a notice of resignation with a last date of employment to their supervisor at least two (2) weeks in advance of their intended separation date or as soon as possible. Supervisors should acknowledge receipt of the resignation, outline the separating employee's responsibilities before the employee departs from their current employment, and assess department needs for the position replacement. Once the supervisor is informed of the employee's intent to separate, the supervisor must contact a representative from Organizational Development and Human Resources (ODHR) at HR4U@valenciacollege.edu or call the HR4U helpline at 407-582-4748 for assistance with necessary exit procedures and forward a copy of the resignation notice to ODHR.

A. Resignations of Executive, Administrative, or Instructional Employees: Resignations effective the following academic year should be submitted prior to July 1. When a resignation is submitted after July 1, the resigning employee may be expected to fulfill the contract until such time a qualified and satisfactory replacement has been secured or as approved by the College President or designee.

I-II. The employee's immediate supervisor is responsible for securing the various signatures on the form if an employee is unable to complete the checkout sheet. Separation actions initiated by the College are made by the respective department leadership in collaboration with ODHR and may occur for circumstances such as disciplinary actions resulting in dismissal from employment, position eliminations, reductions in the workforce, abandonment of position, changes in grant funding, or other appropriate separation from the College. For more information on other separations, see College Policies 6Hx28: 3E-08 Disciplinary Actions; and 3F-04 Reductions in Force or Consolidation or Reduction in Program – Continuing Contract Instructional Personnel; and 3F-05.2 Abandonment of Position.

III. Once the checkout sheet is received in the finance office, a payroll check may be issued for time worked and/or terminal pay, as appropriate. When a notice of resignation is received by the College, an employment contract expires, or a separation action is initiated by the College, the following process shall be completed:

A. Supervisor Responsibilities

- 1 Resignation Notices: As applicable, a copy of the resignation notice must be forwarded by the supervisor or designee to ODHR at HR4U@valenciacollege.edu for placement in the separating employee's personnel file. If a verbal resignation was provided to the supervisor with no follow up written communication from the separating employee, the supervisor should forward an email summary of the confirmed resignation conversation to ODHR for placement in the separating employee's personnel file.
- 2 Employee Separation Form (ESF): The supervisor is responsible for ensuring the ESF is completed and submitted as soon as possible, indicating the separating employee's last work date and any approved leave usage (for an eligible employee) prior to the actual separation date. The ESF is located via ATLAS under the Employee tab. For assistance with the ESF or resignation documentation, supervisors should contact ODHR at HR4U@valenciacollege.edu or call the HR4U helpline at 407-582-4748. (Note: The ESF may trigger the termination of access to such technology systems as Banner, shared drives, and email if there are no other active jobs for the employee.)
- 3 Full-Time Employee Checkout Process: The full-time employee checkout process is a standard set of exit tasks recorded on a checkout form. The supervisor must complete the checkout form in a timely manner for an employee leaving full-time employment at the College and any delays in the completion of the checkout process may delay the processing of terminal pay in accordance with College Policy 6Hx28: 3F-02 Terminal Pay for Full Time Employees.
- 4 Return of Electronic Devices and College Property: While the separating employee is primarily responsible, the supervisor is also responsible for ensuring that a separating employee returns all College issued property, including electronic devices (e.g., laptops, monitors, etc.) as these items may be repurposed by the College. For questions regarding procedures for the return of electronic devices, please contact the Office of Information Technology (OIT) at OITservicedesk@valenciacollege.edu or 407-582-5555.
- 5 Technology Resource Access: The supervisor will ensure that a separating employee's access is disabled from physical campus locations, technology systems, and/or other technology services that contain or handle data that is considered confidential, private, or property of the College after the employee's last work date or earlier as appropriate. If there is a need to disable a

separating employee's access prior to their last work date, the supervisor may request earlier access disabling by coordinating with a representative from ODHR at HR4U@valenciacollege.edu or call the HR4U helpline at 407-582-4748 for assistance.

a OIT shall remove any Information Systems and Technology Resources access (e.g., College email, Banner, Atlas, network storage, computer login, Canvas, etc.) that is managed by OIT. This process is initiated by the submission of the ESF.

b The supervisor is responsible for coordinating the timely removal of any other technology related department and service access that may include but is not limited to the removal of any permissions granted through the Banner & Network Access Request in Atlas, any department specific web based software, and/or other technology access that is not managed or maintained by the OIT department.

6 The supervisor is responsible for:

a Coordinating the collection of any outstanding reimbursements due to the College from the separating employee; and

b Ensuring the removal of the separating employee's name associated with College paid association memberships, any future conferences/trainings, and any other appropriate cancellations or adjustments related to the separation.

7 The supervisor is encouraged to collaborate with the separating employee to document current/pending projects and deadlines, share contact information for external partners, compile and share relevant records/emails, and any other operational responsibilities for continuity of applicable programs and services.

B. Employee Responsibilities

1 No later than the last work date of employment, a separating employee is required to return all College issued property to their supervisor, including but not limited to: employee identification badge, parking permit, keys, tools, technology (e.g., laptops, monitors, iPads, printers, etc.), PCard (as applicable), library materials, uniforms, and any other College property in the employee's possession or control. After the last work date of employment for the separating employee, the employee is no

longer authorized to access or use College email accounts, computer/systems/networks, phone extensions, and voicemail, and access to such resources will be disabled.

a Full-Time Employees: Following the receipt of all returned College property, the supervisor of a full-time employee will complete the Full-Time Checkout Process. Any delays in the return of College property and completion of the checkout process for a full-time employee may delay the processing of terminal pay in accordance with College Policy 6Hx28: 3F-02 Terminal Pay for Full Time Employees.

2 A separating employee should review their personal mailing address, phone number(s), and personal email address in ATLAS for accuracy and update accordingly to ensure receipt of any future mailings or communications from the College.

3 A separating employee is responsible for contacting external companies (e.g., personal memberships, retirement accounts, etc.) for the deletion of College addresses/phone numbers to personal addresses and contact phone numbers. The College will not be responsible for managing or forwarding correspondence from external entities for an employee who has separated employment from the College.

4 A separating employee is encouraged to contact ODHR (HR4U@valenciacollege.edu or 407-582-4748) for questions relating to final pay, continuation of applicable benefits, and/or any other employment related questions. (Note: A separating employee may be liable to reimburse the College for applicable items including, but not limited to any: overpayments, travel advancements, loss of any College property, other appropriate program benefit received where the employee does not meet the future service timeframe in accordance with expectations outlined in the specific program or other applicable reimbursement.)

5 An employee voluntarily separating from employment shall have an opportunity to participate in an exit interview provided by ODHR to share their overall working experience at Valencia College. Information received will be used to improve the operation of the College.

a Any allegations of inappropriate behavior or violations of College policy disclosed by the separating employee shall be evaluated and may be subject to follow up and appropriate action in accordance with applicable

College policies.

Procedure History:

Adopted 1-19-83; Amended 11-18-92; Amended 06-22-23; Formerly 6Hx28:07-31;
Combines/repeals: 6Hx28: 3F-05.1

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