

PURPOSE

To establish the administrative procedures for separating an employee from the College's employ

DEFINITIONS

N/A

POLICY/GUIDELINE

I. Voluntary Separation

- A. An employee who wishes to resign his/her position with the College should do so in writing by submitting a letter of resignation to his/her immediate supervisor. Exempt employees are encouraged to give at least 30 days' notice of resignation to the College. Non-exempt employees are encouraged to give at least 14 days' notice of resignation to the College.
- B. Upon receiving the employee's letter of resignation, the supervisor is responsible for forwarding the letter to the Office of Human Resources.
- C. Pursuant to Nashville State Policy 05-01-00, an employee who is absent from duty for more than three (3) consecutive business days without giving notice to the appropriate manager concerning the reason for such absence and without securing permission to be on leave or who fails to report for duty within two (2) business days after the expiration of any authorized leave of absence, absent unusual circumstances causing the employee's absence or preventing the employee's return, is considered as having resigned not in good standing.
- D. Regardless of the employee's standing at the time of resignation, the supervisor is responsible for submitting a separation Personnel Action Form (PAF) to the Office of Human Resources as soon as the supervisors is notified of the employee's resignation. In most cases, the employee's last work day is the effective date of the separation. In some instances, a retiring employee may choose to exhaust accrued annual leave after the last work day, in which case the employee's last paid date is the effective date of the separation. Supervisors should contact the Office of Human Resources to determine the correct effective date.
- E. Upon receiving notification of resignation, the Office of Human Resources will schedule an exit interview with the departing employee.
- F. It is the supervisor's responsibility to collect any College property in the employee's possession, such as equipment, laptops, College identification cards, credit cards, keys, etc., on or before the employee's last day of work.

II. Involuntary Separation

- A. Involuntary separation from the College may occur for a number of reasons, including but not limited to poor job performance, inappropriate work-related conduct, gross misconduct, policy violation or reduction in force.
- B. Pursuant to Nashville State Policy 05-03-00, supervisors must consult with the Office of Human Resources prior to taking any disciplinary action, including suspending or discharging employees.
- C. Recommendations for discharge shall be prepared by the Office of Human Resources and submitted to the President for review. No termination shall occur without the President's approval, as only the President has the authority to terminate an employee.
- D. In the event an employee is discharged from the College, the supervisor is responsible for submitting a

separation Personnel Action Form (PAF) to the Office of Human Resources. In most cases, the employee's last day of work is the effective date of the separation. In certain instances, the separation date may be different, and supervisors should consult with the Office of Human Resources to confirm the appropriate effective date.

III. Payment of Accrued Unused Annual Leave

- A. Upon separation, an employee will be paid for all accrued unused annual leave as of his/her last work day. Payment should be made with the employee's normal payroll cycle where practical.
- B. An employee who is dismissed for gross misconduct, or who resigns to avoid dismissal for gross misconduct, will not be entitled to any compensation for accrued unused annual leave at the time of dismissal.

SOURCES

N/A

RELATED POLICIES

Nashville State Policies 05-01-00 and 05-03-00 and TBR Policies 5.01.00.00 and 5.01.00.02

Approved by President's Cabinet 11/14/22