



Resignation/Retirement

Resignation/Retirement Policy

Approved by and date:

Board of Trustees 06/19/2017

Executive Leadership Team 05/15/2017

Policy:

To facilitate an orderly and smooth transition, all Kilgore College employees will follow prescribed procedures during the resignation/retirement process.

Procedures:

Approved by and date:

Executive Leadership Team 05/15/2017

The following procedures will be followed in the event an employee elects to resign/retire from his/her employment with the college:

- a. Employees who resign employment must provide at least a fourteen (14) day written notice unless approved in writing by Kilgore College. Employees who are retiring, must provide a thirty (30) day written notice.
- b. Notice will be presented to the immediate supervisor, detailing intentions in the following areas:
 1. Effective date of resignation/retirement,
 2. Disposition of vacation time, if any,
 3. Disposition of earned income not previously paid, and
 4. Any other pertinent data useful to execute the employee's request.
- c. The immediate supervisor will review the notice and transmit the information to the Director of Human Resources.
- d. Upon receipt by the Director of Human Resources, the notice will become official and may not be retracted. The Director of Human Resources will send a written response to the employee to indicate acceptance of the resignation/retirement and place the resignation/retirement documentation in the employee's official personnel records.
- e. The Office of Human Resources will notify the payroll department of the resignation/retirement and provide relevant payroll information.
- f. Employment separation clearance checklist will be completed by the employee's supervisor and then forwarded to the Human Resource Director. This checklist will provide a means by which all college property is returned prior to the last day of employment and that access to College information technology resources is deactivated. The supervisor will be responsible for collecting all Kilgore College property.