

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> Employee Exit Policy	<i>Number:</i> T 207	<i>Page(s):</i> 2
	<i>Date:</i> July 2009	

PURPOSE

Prior to the conclusion of employment with Vermont Technical College the employee will notify his/her immediate supervisor and submit a written notice to the President. The employee will also schedule an exit interview with the Payroll & Benefits and Human Resources offices.

PROCEDURES

Upon receiving official notice of termination, the Office of the President will provide written acknowledgement and acceptance of the resignation to the employee and shall send a copy of the notice and acceptance letter to the Office of Human Resources for inclusion into the employee's personnel file.

The supervisor will make arrangements with the employee to return any property belonging to the College including but not limited to: keys, uniforms, ID cards, radios, laptop computers, printers, PDAs and cell phones. The employee will also settle any Business Office accounts and return any outstanding library books.


Arrangements will be made with Payroll and Benefits for final payment, a review of rights under COBRA, if applicable, any ongoing benefit and forwarding address in case the College needs to contact the employee.

At the exit interview with Human Resources, the employee will be asked to share suggestions, comments and perceptions of employment at Vermont Technical College. This information may be of assistance to the College in maintaining a positive and effective work environment. Human Resources will notify Public Safety and the IT Departments of an employee's conclusion of employment.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
 - a) January 1987
 - b) May 1992
 - c) June 1995

- d) November 1997
- e) August 2005
- f) July 2009

Signed By:  Patricia Moulton
President