2485 – Separation from Employment for Regular Faculty and Staff Positions

Voluntary Resignations

1. Contractual Employees: Notice from separating contracted employees to the College shall be in accordance with their individual contract, college policies and procedures, and/or any applicable Kansas Statutes.
2. Non-Contractual ("at will") Employees: At least two (2) weeks prior to the final date of employment, the non-contractual employee is asked to notify his/her supervisor of his/her resignation.

   In order for a resignation to be acknowledged, both a contractual and a non-contractual employee must submit his/her signed letter of resignation (a formal, hard-copy letter and not an e-mail or other electronic form of communication) to the President's Office for acceptance (regardless of the notification period length), with a copy provided to both the employee's immediate supervisor and the Office of Human Resources. At a minimum, the letter of resignation must be dated, state that the employee is leaving, contain the resignation effective date, the employee's mailing address and include the employee's original signature. After acceptance has been granted, the President's Office will forward the original signed letter to the Office of Human Resources for further processing. (See Additional Steps)

Involuntary Resignations

1. Contractual Employees: Notice from the College to separating contracted employees shall be in accordance with their individual contract, college policies and procedures, and/or any applicable Kansas Statutes.
2. Non-Contractual ("at will") Employees: The supervisor will coordinate the termination process with the Office of Human Resources prior to dismissing an employee to check on any possible legal ramifications. Prior to the dismissal, approval must be obtained from each supervisor in the "chain of command" including the President or his/her designee.

Other Requirements are as follows:

a. Dismissal for Cause: No advance notice to the employee is necessary if the employee is dismissed for cause, including but not limited to, gross misconduct. An employee who is involved in the College's disciplinary process whose job performance stagnates or deteriorates is considered to have provided cause. The supervisor, with guidance from the Director of Human Resources, will provide the separating employee with a written letter of termination which has been approved by the President or his/her designee. A copy of the letter will be forwarded to the Office of Human Resources.
b. Dismissal without Cause: A non-contractual ("at will") employee may be terminated from employment without cause with two (2) weeks written notice prior to the final termination date. The College may, in its discretion, substitute two (2) weeks' pay in lieu of notice. The supervisor, with the guidance from the Director of Human Resources, shall provide

the employee with written notice which has been approved by the President or his/her designee. A copy of the notice will be forwarded to the Office of Human Resources.

c. Position Elimination or Substantial Position Change: The supervisor, with guidance from the Director of Human Resources, will issue a letter of intent to terminate or substantially change the employee's position which has been approved by the President or his/her designee at least two (2) weeks prior to (1) the last day of employment when a position is being eliminated; or (2) a substantial change to an employee's position. A copy of the letter will be forwarded to the Office of Human Resources.

Additional Steps

Please note: For all voluntary resignations, the President or his/her designee must accept the employee's voluntary resignation before the following additional steps may occur.

1. As soon as possible, the supervisor will initiate a Blue team Form (located on the College's web site). By clicking on "Submit", the completed Blue Team Form will be sent to the Director of Human Resources for processing and distribution.
2. For Voluntary separations, the supervisor will ensure that the employee has contacted the Office of Human Resources at least two (2) days prior to the last day worked to schedule an Exit Interview.
3. For involuntary separations, the supervisor will schedule an appointment with a representative from the Office of Human Resources to attend the dismissal meeting and to conduct the Exit Interview.
4. For involuntary separation of positions other than President, the President or his/her designee will:
    a. Assess the dismissal to determine if the situation warrants saving all computer account information onto permanent media.
    b. If computer account information is to be saved onto permanent media, contact the Chief Information Technology Officer of his/her designee providing time and date of termination of all network access and instructing him/her that the permanent media is then to be put on file in the Office of Human Resources.
5. The Office of Human Resources will advise the terminating employee to be prepared to have all College bills paid, and all College equipment/materials returned before or at the Exit Interview.
6. For separation of the President's position (voluntary or involuntary), the Board Chair or his/her designee will contact the Chief Information Technology Officer or his/her designee providing time and date of termination of all network access instructing him/her that all computer account information is to be saved onto permanent media and put on file in the Office of Human Resources.

Contact(s): Director of Human Resources

Related Form(s): Blue Team Form; Early Retirement Letter Template (meets eligibility requirements under the Early Retirement Benefits procedure); Resignation Letter Template; Retirement Letter Template

Relevant Policy or Procedure(s): 1470 – Employment/Separation; 1415 – Early Retirement; 2430 – Early Retirement Benefits

Approved by: President

Date: 4/24/07

Revision(s): 6/3/08; 11/4/08; 9/23/13; 11/24/14; 10/10/17 (minor revision); 2/12/20 (update)