

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: EMPLOYEE SEPARATION

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Administrative Procedure Number: 622.03

Date adopted: 2/10/89 Revised: 3/01, 11/12/13

The following procedure will be followed when separating an employee.

1. An employee and/or the supervisor notifies HR that the employee is resigning or retiring (exiting the college).
2. The HR staff person in charge of benefits e mails the Coordinator of Safety and Security that this employee is leaving the college.
3. In the e mail, the Safety and Security Coordinator is told whether or not the HR benefits staff person needs to meet with the employee.
4. The Safety and Security Coordinator emails or sends the employee a letter which tells the employee they need to meet with him or her and bring all of their college materials (keys, card keys,) to the meeting with the Safety and Security Coordinator.
5. If the departing employee is faculty, the Safety and Security Coordinator will notify the Associate Dean for Student Services and the Vice President for Instruction of the employee's exit. Grades and instructional material are the responsibility of the Office of Instruction to collect from departing faculty.
6. Prior to meeting with the employee, the Safety and Security Coordinator contacts the appropriate people on his or her check list to get a list of what college property has been assigned to this employee. The Safety and Security Coordinator compares what the employee brings to the meeting with the Safety and Security Coordinator against the list of college property issued to the employee. If there is a discrepancy, the Safety and Security Coordinator resolves the issue.
7. The HR benefits staff person schedules a meeting with the employee and follows the process to provide the employee with HR related information they need on their exit from the college.
8. The Safety and Security Coordinator directs the employee to meet with the Chief of Information Technology to look at options for continuing their e-mail account, etc.
9. The Safety and Security Coordinator will forward to HR the Exit Check List certifying that the employee has turned in all college issued property prior to their separation from college employment. This form is placed in the exiting employee's personnel file.