

Piedmont Virginia Community
Section VIII – Human Resources/Personnel Policy
VIII – 13.0 Employee Separation

Policy #:	VIII – 13.0
Effective:	June 1, 2015
Revised:	May 1, 2024
Responsible Dept:	Human Resources

1. Purpose

This policy explains the separation process for voluntary resignations, retirements, and involuntary separations.

2. Policy Statement

Piedmont Virginia Community College (PVCC) shall ensure that employee separations from active employment are consistent with all applicable personnel laws, regulations, and policies.

The college is required to maintain information regarding employees who terminate their employment. The data provided from exit interviews can help solve problems, increase effectiveness, and improve employee relations.

College supervisors and managers shall initiate their appropriate administrative procedures, as required by their designated timeframes, to ensure a smooth transition for the separating employee and the administrative/organizational unit and to allow sufficient time for appropriate areas of the college to reconcile accounts, collect college property and materials, and/or disengage computer access.

Separating employees shall comply fully with established college procedures to ensure a smooth transition for the administrative/organizational unit and to provide for the continuation of employee benefits to which the employee is entitled. Separating employees must reconcile all accounts and return all college property and materials upon separation.

Upon notification of employee separation and before the separating employee's resignation date, the Office of Human Resources will meet with the employee and provide an opportunity to have an exit interview with Human Resources. Applicability (an indication of whom the policy applies to)

This policy covers full-time faculty and classified staff, adjunct faculty, hourly/wage employees, and student employees.

3. Definitions

Non-Exempt Employee: An employee who is not exempt from the overtime provisions of the Fair Labor Standards Act. Non-exempt employees must be compensated at a rate of time and one-half for hours worked over 40 in a defined workweek.

Exempt Employee: An employee who is exempt from the overtime provisions of the Fair Labor Standards Act and is therefore, not eligible to be compensated for hours worked over 40 (overtime).

4. Procedures For Implementation

VOLUNTARY SEPARATION

Separating Employee Responsibilities

The employee intending to resign or retire must notify their immediate supervisor in writing as follows to allow the college to begin the process to hire a replacement:

Resignations

- | | |
|--------------|--|
| Non-Exempt: | Two (2) weeks' notice |
| Exempt: | Eight (8) weeks' notice preferred, but no less than two (2) weeks' notice |
| Retirements: | Regardless of exemption status, employees intending to retire should notify their immediate supervisor, with a copy to Human Resources, at least 90 days prior to the retirement date. |

Searches for full-time administrative, professional, and teaching faculty are conducted on a national level, as per VCCS policy, with a posting requirement of no less than 30 days. Therefore, PVCC requests separating or retiring full-time teaching and administrative/professional faculty should give as much notice as possible, preferably one full semester, in order to begin the recruitment process.

Employees who provide less than the required notice may not be eligible for rehire, unless the employee's supervisor acknowledges, in writing, that less than two weeks' notice is acceptable.

When resigning from a position in one department at PVCC to accept a position in another department at PVCC, less than two weeks' notice is only acceptable if it is approved by the employee's supervisor in the current department, following negotiations with the employee's supervisor in the new department.

Prior to the last day of work, the employee must:

- Complete the [Exit Checklist](#), return all College issued property and/or equipment, keys, PVCC ID card, etc., and arrange for the settlement of any outstanding obligations. The employee signs and submits the completed [Exit Checklist](#) to his/her immediate supervisor, department head, or a designated departmental representative.

Contact the Human Resources office to schedule an appointment to obtain important benefits information, if applicable.

Employing Department's Responsibilities

Upon receipt, the employee's immediate supervisor, department head, or designated departmental representative shall forward the resignation letter to Human Resources and confirm the last day of work.

The employee's immediate supervisor, department head, or designated departmental representative shall ensure that the employee has satisfactorily completed the exit process.

The employee's immediate supervisor shall complete the Information Technology Account Termination Form (TDX) prior to the separating employee's last day of work and forward to IT. The supervisor must ensure access to all external systems is removed as well as referencing the employee system access list form. The employee system access list form is intended as a guide and may not be all inclusive.

Prior to the last day of work, the supervisor, department head, or designee employee should:

- Require the return of any property, equipment, keys, and PVCC ID card issued to the employee and take action to notify Human Resources if there are any outstanding obligations.
- Ensure completion and sign-off on the [Exit Checklist](#). Forward the completed [Exit Checklist](#), the letter of resignation or termination notice, letter of acceptance (if applicable for a transfer) to Human Resources. This information must be forwarded to Human Resources as soon as possible and before the employee's last work day, to ensure that the employee is not overpaid and benefits transition and communication takes place in a timely manner.
- An [Exit Checklist](#) and TDX ticket for those with system access is required to be completed by the supervisor, department head, or designee and employee for all full-time faculty and staff and part-time **staff and student workers** who are no longer actively employed or under contract with the college.
- For part-time faculty (adjuncts) only, the department dean or designee must promptly create a TDX ticket at the end of each semester providing a list of those adjuncts who will not be returning and those adjuncts that need to be placed in a "work break" status. This process will be applied in May and December after fall and spring semesters of each year. Adjuncts must be placed in a "work break" status when they are not teaching consecutive semesters. In addition, each Division Administrative Assistant will modify SIS tables as outlined in Information Technology Responsibilities. HR will classify the employee in "work break" status until their return or termination. If an adjunct in "work break" status terminates, the department dean will promptly create a TDX ticket to initiate termination. If an adjunct in "work break" status does not return or receive pay after 18 months, the division dean is responsible for promptly creating a TDX ticket and providing a copy to Human Resources to initiate termination.

Human Resource's Responsibilities

Upon receiving notice of an employee's separation Human Resources should:

- Review benefit status and prepare benefit notices, if applicable.
- Meet with separating employee to discuss benefit eligibility following separation.
- Forward appropriate pay action forms, including any leave or benefit payout amounts, to Payroll for processing.
- As a check and balance process, twice a year, HR will initiate a termination review with IT. HR will provide a listing of terminated employees for a specified period; IT will certify that system access has been removed for each employee

HR will provide any necessary transfer files to the appropriate state agency or will request any transfer files be sent to HR from a previous state agency.

Payroll Responsibilities

- Process employee's final payment for hours worked.
- Process applicable leave or benefits payouts approximately 1 – 2 pay periods after final payment (assuming a pay action form has been received by the deadline and processed by Human Resources).
- Process deductions for any outstanding obligations, as directed by Human Resources, with any leave or benefit payout being processed.

Information Technology Services Responsibilities

- For each Adjunct employee, the Division Administrative Assistant will need to insert an inactive row in Instructor/Advisor Table in SIS. The row must include an effective date of inactive (or work break) status. (This process will take away the instructor's web access and the ability to record grades, if grade rosters have already been generated.

Steps:

1. Navigation in SIS>Curriculum Management>Instructor Advisor Information>Instructor/Advisor Table
 2. Click on correct history to set mode
 3. Search for instructor with name or EmplID
 4. Insert new row-set status field to "inactive" and set effective date for work break status
 5. Click Save to update status to "inactive"
 6. Navigation in SIS>Curriculum Management>Maintain Schedule of Classes>Schedule Class
 7. Enter term that the instructor is teaching
 8. Selection section that the instructor is teaching
 9. Select meetings pattern tab
 10. Drop down "Approve Access"
 11. Change to blank – this will remove Instructor "Approve Access" for recording grades for each class that the instructor is teaching
 12. Create TDX ticket and submit to IT with information from above included in the body of the ticket.
- The Information Technology team will read the submitted TDX ticket and perform any necessary access changes based on the ticket information. (all system access must be deleted within 5 days of the termination date). Any exceptions will be considered case-by-case and must receive the college president's written approval.

INVOLUNTARY SEPARATION

Involuntary separations are college-initiated and will be handled according to Virginia Community

College System (VCCS), and/or Department of Human Resources Management (DHRM) policies and procedures.

Separating Employee Responsibilities

On the last day of work, the employee should:

- Complete the [Exit Checklist](#), return all College issued property and/or equipment, keys, PVCC ID card, etc., and arrange for the settlement of any outstanding obligations. The employee signs the complete Employee [Exit Checklist](#) and gives it to the immediate supervisor, department head, or a designated departmental representative. Each area represented on the [Exit Checklist](#) is accountable for the completion of the form. Non-compliance by any part may result in disciplinary action. The [Exit Checklist](#) for Terminating Employees may be used to assist in ensuring all steps have been taken to complete the termination.
- Meet with Human Resources to obtain important benefits information, if applicable.

Employing Department's Responsibilities

The employee's immediate supervisor, department head, or a designated departmental representative shall ensure that the employee has satisfactorily completed the exit process.

The employee's immediate supervisor shall complete the Information Technology Account Termination Form in TDX on the employee's last day of work and forward to IT. Ensure access to all external systems is removed as well using the employee system access list form.

On the last day of work, the supervisor, department head, or designee employee should:

- Require the return of any property, equipment, keys, and PVCC ID card issued to the employee and take action to notify Human Resources if there are any outstanding obligations.
- Ensure completion and sign off on the [Exit Checklist](#). Forward the completed [Exit Checklist](#), the letter of resignation or termination notice, letter of acceptance (if applicable for a transfer) to Human Resources. This information must be forwarded to Human Resources as soon as possible and before the employee's last workday, to ensure that the employee is not overpaid, and benefits transition and communication takes place in a timely manner.

Human Resources' Responsibilities

- Review benefit status and prepare benefit notices, if applicable.
- Meet with separating employee to discuss benefit eligibility following separation on last day of work.
- Forward appropriate pay action forms, including any leave or benefit payout amounts, to Payroll for processing.
- In urgent or emergency situations with involuntary separations, Human Resources can complete the Information Technology systems change form.

- Ensure the employee completes an online exit survey and encourage the employee to meet with the CHRO or other HR representative for an in-person exit meeting prior to departure.

Payroll Responsibilities

- Process employee's final payment for hours worked.
- Process applicable leave or benefit payouts approximately 1 – 2 pay periods after final payment (assuming a pay action form has been received by the deadline and processed by Human Resources).
- Process deductions for any outstanding obligations, as directed by Human Resources, with any leave or benefit payout being processed.

Information Technology Service Responsibilities

The Information Technology team will read the submitted ticket and perform any necessary access changes based on the ticket information. (All system access is deleted within 5 days of the termination date.) Urgent requests for termination will be completed promptly by IT to ensure emergency terminations occur as soon as possible to protect the security of college information systems.