

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

Department: [Click here to enter text.](#)

Policy Title: RESIGNATION

Policy Statement: To resign from college service in good standing, an employee shall file a written resignation notice with the President and provide a copy to the employee's supervisor and the Human Resources Office. This notice should be submitted at least two weeks prior to the anticipated last day of work and should state the effective date of resignation and the reason for the resignation.

Procedures: It shall be the responsibility of an employee separating from employment to return all college property (including, but not necessarily limited to technology, credit cards, library materials and tools) and to settle any outstanding personal accounts with the college (including, but not necessarily limited to travel advances or overpayment of salary, underpayment of any withholding or any debt or liability due the college). Prior to leaving employment, the employee will have an exit conference with the HR Director. Keys will be turned in to the HR Director at the time of the exit interview. At that time, any financial arrangements will be made for any college property not returned.

Employees must be actively working their last day of employment. They may not use sick leave, personal days or vacation to extend their employment.

Contacts: Director of Human Resources

Approved Date: 8/1/2016

Policy History: v1; 8/1/13

Keywords: RESIGNATION, exit interview, vacation, sick leave, personal

Related Form:

GARDEN CITY COMMUNITY COLLEGE EXIT INTERVIEW CHECKLIST

Employee Name _____	New Address _____
New Phone _____	Hire Date _____
Date of Final Paycheck _____	Last Work Day _____
Continue Direct Deposit _____	Resignation Letter _____

Personnel Checklist

ITEMS NEEDED	R=REQUESTED C=COMPLETED
Return Keys	
Return Staff Manual	
Gas Card	
Expense Reports	
Uniform	
Notify Switchboard	
Notify Computer Center	
Grades	
Telephone Bill	
Other College Property	

Benefits

Final Time Sheet	
Health Insurance	
KPERS Life Ins Conversion	
Advance Life Ins	
Tax Sheltered Annuity (TSA)	
Disability	
Cancer	
Leave sheet	
Contract/LOA	
Section 125	
Vacation Pay	
Medical/Dependent Care Reimbursement	

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Termination entered in payroll _____
Data deleted from directory _____

