

AP 300 - EMPLOYMENT EXIT PROCEDURE

Associated Board Policy: 300.00 - At-Will Employment

Procedure Owner: Vice President of Finance & Administration

Related Procedures:

I. Procedure Scope and Purpose

This procedure aims to ensure a smooth transition for employees leaving the organization and to gather valuable feedback to improve our workplace environment. All staff employees who resign or are terminated will be offered the opportunity to participate in an exit interview and are expected to complete the checkout process with Human Resources. This procedure applies to all employees who are voluntarily resigning, retiring, or whose employment is being terminated by the organization.

II. Definitions

At-will employment: is defined as employment with the college that is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

III. Procedures

A. Notice of Resignation or Termination

Employee Initiated: Employees are required to provide a written notice of resignation to their immediate supervisor and Human Resources. The letter must state the last working date and include a genuine signature.

Employer Initiated: Supervisors must notify Human Resources immediately upon terminating an employee's employment. The supervisor must provide Human Resources with documentation supporting the decision to terminate.

B. Scheduling the Exit Interview

Upon receiving a resignation notice or a termination decision, Human Resources will schedule an exit interview with the departing employee. This interview should ideally take place during the employee's last week of work.

Participation in the exit interview is voluntary. Declining to participate will not impact final pay, benefits, references, or eligibility for rehire.

C. Conducting the Exit Interview

Human Resources will conduct the exit interview covering topics that include:

1. Reasons for leaving
2. Job satisfaction
3. Work environment
4. Relationship with supervisors and colleagues
5. Compensation and benefits
6. Suggestions for improvement

The interview can be conducted in person, via video call, or by phone, depending on the employee's preference and availability. Accommodations are available if needed.

D. Confidentiality

All information gathered during the exit interview will be treated confidentially and used for internal purposes only to improve organizational practices.

While the College will make a great effort to keep all information confidential wherever possible, confidentiality cannot be guaranteed. Information disclosed that indicates potential violation of law or College policy may require investigation and appropriate action.

E. Checkout Process

Human Resources will contact the Campus Facilities and Information Technology department for a list of departing employees' keys and all Cowley-issued technology and electronics. Human Resources will provide the departing employee with a list of items that must be returned.

Human Resources will collect all keys and electronic equipment from employees and will give items to the Director of Campus Facilities and Information Technology upon receipt.

Employees may be held financially responsible for unreturned College property in accordance with applicable state and federal wage laws.

F. Final Pay and Benefits

Human Resources will inform the employee about the process for final paycheck distribution, including payment for any accrued but unused vacation time, upon proper notification as stated in policy and procedure 312.00.

Information about continuation or termination of benefits, such as health insurance, will be provided. All other benefits, such as gym membership, tuition reimbursement, and tuition scholarships, will no longer be available to the exiting employee.

G. Documentation

All exit interview and checkout process documents will be retained in the employee's personnel file. Human Resources will compile and analyze exit interview data periodically to identify trends and areas for improvement.

H. Responsibilities

Employees: Notify supervisors of resignation, complete the checkout process, and participate in an exit interview, if they wish.

Supervisors: Notify Human Resources of terminations, provide any necessary documentation in a timely manner, assist in securing company property that should be returned to Human Resources, and ensure revocation of access rights.

HR Department: Schedule and conduct exit interviews, manage checkout process, handle final pay and benefits, and analyze exit interview data.

I. Compliance

Failure to comply with this policy may result in administrative delays in processing. Final wages will be paid in accordance with applicable state and federal law.

J. Review and Revision

This policy will be reviewed annually and updated as necessary to ensure it remains effective and relevant.

IV. Effective Date(s)

This procedure first became effective July 2, 2024.

This procedure was revised March 10, 2026.

V. Signature and Title

This procedure is implemented by: Holly Harper

Title: Vice President of Finance and Administration