



SEPARATION OF EMPLOYMENT PROCEDURE

Policy Number: 4.5200
Subject Area: Personnel
Adopted: 05/12/2025
Revised: 05/12/2025

Voluntary Termination Procedure

1. **Employee Notice:** Employees are encouraged to give at least two weeks' notice of their intention to separate employment unless dictated by a different agreement.
2. **Written Resignation:** A written, signed resignation/retirement notice should be provided to the employee's supervisor.
3. **Supervisor Actions:** After receiving the resignation/retirement notice, the supervisor must submit it to the Human Resources Department.
4. **HR Oversight:** The Human Resources Department will oversee the employee's departure from the institution, including:
 - Conducting an exit interview
 - Reviewing the employee's post-termination benefits
 - Coordinating the return of all Kaskaskia College property
5. **Board Approval:** All full-time employees' resignation/retirement/discharge is subject to the Board of Trustees' approval.

Death of an Employee Procedure

1. **Notification:** When notification of the death of an employee is received, the Human Resources Department should be notified.
2. **Coordination:** The Human Resources Department will coordinate with the Payroll Department to process any required payouts.

Exceptions

Exceptions to this procedure may be considered on a case-by-case basis. Employees are encouraged to discuss any exceptional circumstances with their immediate supervisor and Human Resources.

Note: If the employee is part of a union, please refer to the appropriate collective bargaining agreement for applicable separation of employment language.