



EMPLOYEE EXIT CHECK LIST

- Submit a written resignation notice to your immediate supervisor and the Office of Human Resources (HR) that states when your last workday will be.
- Submit a written request for release of contract to the College President (only applicable to faculty, administrative and professional support positions).
- Verify an email is received from HR scheduling your exit interview which includes exit procedures and EXIT/CLEARANCE form.
- The following items should be completed prior to your scheduled exit:
 - Leave Forms
 - TimeForce
 - STC I.D./Parking I.D. for Faculty
- Obtain supervisor's signature on the **department clearance** that confirms all department issued items such as grades, text books, lap top, phone, pagers, file cabinet keys etc., have been returned. This clearance should be faxed to HR at 872-3810 or emailed to Brenda J. Balderaz, Benefits Coordinator at brendajb@southtexascollege.edu, before your scheduled exit interview.
- Return issued keys to your designated location (Facilities Dept.) and obtain signature on **key clearance** on or before your last scheduled workday and before the scheduled exit interview.

Locations:

- ❖ Pecan Campus and Pecan Plaza: Facilities Department– Building E
 - ❖ Technology Center: Division Dean of BMST
 - ❖ NAH: Division Dean of NAH
 - ❖ Mid-Valley Campus: Coordinator of Mid-Valley Campus
 - ❖ Starr-County Campus: Coordinator of Starr County Campus
 - ❖ Walnut Office: Director of their department
- Obtain signature for library clearance.
 - Be prepared for exit - bring all requested materials and provide additional information such as new address and phone number if relocating.

For additional information call the Benefits Department at the Office of Human Resources at
872-5057 / 872-3728 / 872-3808.

EMPLOYEE EXIT PROCEDURES

I. Notice of Separation

An employee resigning from his or her position with the College must submit a written notice to their immediate supervisor and send a copy to the Dean or Director of their department and to the Office of Human Resources (HR). Refer to Board Policy #4922.

II. Pre-Exit Interview Procedures

Once the notice is received, the Office of Human Resources will notify the employee of his or her scheduled appointment for an exit interview (typically appointed on the employee's last work day).

❖ **The following steps must be followed to obtain a clearance at his or her exit interview.**

1. Classified and Professional Support Non-Exempt employees need to submit any pending or unprocessed Employee Leave Forms approved by their supervisor, at the time of their exit interview.
2. A Clearance Notice Form will be emailed or faxed to the exiting employee. The employee needs to obtain original signatures from designated departments, on or before their last workday, in order to receive proper clearance before the scheduled exit interview. **The completed Clearance Notice Form is to be submitted at the time of the scheduled exit interview.**
3. The Clearance Notice Form requires the signature of the exiting employee's supervisor, clearing the employee of all department issued items such as uniforms, course materials, textbooks, laptops, phone, pagers, file cabinet or desk keys, etc. The notice also clears the employee of his or her workstation or office.
4. HR collects employee's identification badge.
5. Any issued keys must be returned on or before their last day of employment to obtain a clearance notice. The employee must obtain a signature, on the Clearance Notice Form, from the person authorized to receive issued keys. Keys must be returned to the employee's designated location:
 - ❖ Pecan Campus and Pecan Plaza: Facilities Department– Building E
 - ❖ Technology Center: Division Dean of BMST
 - ❖ NAH: Division Dean of NAH
 - ❖ Mid-Valley Campus: Coordinator of Mid-Valley Campus
 - ❖ Starr-County Campus: Coordinator of Starr County Campus
 - ❖ Walnut Office: Director of their department

III. Exit Interview

The employee is asked to complete a questionnaire concerning the reasons for their separation of employment and to share their likes and dislikes of their job and the College. The responses are submitted to the Director of Human Resources for review.

The employee's accrued and unused leave is viewed and reduced by any time used during their last month of employment as reported on their electronic time card or submitted employee leave forms. Any time exceeded will be reduced as pay adjustment from the employee's last check.

Employees with unused sick leave forfeit any remaining leave and balance is reduced to zero. An employee terminating employment will be expected to utilize accrued vacation prior to the last day of employment. In extenuating circumstances, a lump sum payment may be paid for unused accrued vacation with the approval of the supervising administrator, Vice President/Executive Director, and President.

The employee's address is verified for distribution of their last payroll check. If the address is different, the forwarding address and phone number is obtained and HR records are updated. The employee is asked to notify HR when the address changes, so that their next scheduled W2 statement is mailed to the correct address.

Employee is informed of direct deposit termination and their last check will be mailed to the address on file or provided forwarding address (if applicable). Checks are distributed two days prior to the pay date (last work day of the month).

The employee is informed of his or her last day of coverage under the group health and optional insurance plan. Consolidated Omnibus Reconciliation Act (COBRA) gives exiting employees the right to continue coverage on their own directly with the State. These rights are reviewed with the employee and he/she signs the COBRA termination notice. The original is issued to the employee and a copy is placed in the employee's benefit file. **Note: all employees are covered through the end of the month of his or her active employment. An exception to this, applies only to faculty who complete their 9-month contractual obligation and coverage is extended through the end of the fiscal year-August 31st.**

HR verifies that all signatures required, on the Clearance Notice Form for the following departments, have been obtained:

- ❖ Library (books, videos, tapes)
- ❖ Media Services (any media services equipment)
- ❖ Information Technology Department (removal of IA system, if applicable, and removal of his/her email privileges)

HR verifies that the employee has not received a tuition and fee reimbursement in the last year. If so, the employee is notified that the amount of the reimbursement will be payroll deducted from his or her last check. HR Clearance form is signed acknowledging amount of collection. If the employee's last check is not sufficient to cover the reimbursement amount, a payment arrangement is agreed upon between the Director of Human Resources and the employee. Defaults to this payment arrangement will be referred to the Business Office for collection.

HR verifies whether the employee has a promissory note on file and confirms that the employee has continued his or her employment for one additional year from the date of the promissory note. If not, the employee is informed that this amount will be payroll deducted from his or her last payroll check. If the employee's last check is not sufficient to cover the promissory note amount, a payment arrangement is agreed upon between the Director of Human Resources and the employee. Defaults to this payment arrangement will be referred to the Business Office for collection.

Options are reviewed with the employee concerning his or her pension (TRS or ORP)

- ❖ Request for Refund
- ❖ Transfer/Roll Over
- ❖ Dormant Account
- ❖ Vesting Notices (for ORP participants)

HR reviews the Clearance Notice Form for all designated departments (if applicable) and attaches the form to the Employee Clearance Form (HR document). HR collects the employee's identification badge. The employee initials the checklist of the exit interview acknowledging they were informed about COBRA, Employment Info Release, Pension Options, and Direct Deposit Termination and the exit interview is concluded.