

## 2.1.5

Issued: April 14, 1999

### **SUBJECT: TERMINATION OF EMPLOYMENT FOR NON-FACULTY EMPLOYEES**

All employment at Brewton-Parker College is subject to the provision that the employee occupies a position necessary to fulfill the mission of the College, performs assigned duties in a competent and efficient manner, supports the mission of the College and abides by College policies. All employment is at the will of the College.

Termination of employment may be initiated by the employee or by the College. If initiated by the College, employers will notify the employee of termination in person if at all possible. If initiated by the employee, in order to ensure accuracy of personnel records and proper settlement of benefits, employees should notify the supervisor in writing, giving the details of termination as far in advance as possible, but no later than two weeks prior to the last day of work. The supervisor is responsible for notifying the Payroll Office of the termination.

Upon notice of the termination, for any reason, of any non-faculty employee, the following applies:

- ◆ The immediate supervisor must initiate a Termination Report Form (Attachment A). This form is available in the Policy and Procedure Manual and may be copied as often as needed. It is the responsibility of each division administrator, chair, or director to ensure that the departing employee is aware of and fulfills the requirements detailed in this report form.
- ◆ The Termination Report Form, Clearance Procedure #1 must be completed by the immediate supervisor.
- ◆ The Termination Report Form is then presented to the Director of Payroll and Human Resources for the EXIT INTERVIEW. Failure to complete the exit interview process, by telephone or in person, results in forfeiture of benefit options for the employee.
- ◆ Wages will be paid through the last day worked.
- ◆ When employment ceases, a College employee is eligible to be paid for all accrued vacation time accrued on the last day worked. The employee may elect to be paid in a lump sum payment with final earnings, or, if it is mutually agreeable with both the employee and the College, the employee may elect to receive payment for accumulated vacation leave on regular paydays until accumulated vacation leave is utilized. An employee who elects to remain on the payroll will not accrue additional vacation leave or other benefits while receiving payment for accrued vacation leave. The payment option elected must be indicated on the Termination Report Form as a part of the exit interview process. Failure to elect an option will result in a lump sum payment.
- ◆ Deductions will be made from the last payment to satisfy all obligations to the College for benefits received, accounts owed, overpayments previously made to the employee, or charges resulting from not returning keys, equipment or library materials.
- ◆ Final paychecks will not be issued until the Termination Report Form and all clearance procedures are completed.

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LACK OF OR DELAYED TERMINATION NOTICE: If the submission of the Termination Report Form to the Payroll Office is delayed until after a payment has been made to an employee for time beyond the last day worked, the employee will be required to refund to the College an amount equal to the total of excess salary and the related benefits paid by the College on behalf of the employee. Such benefits include, but are not limited to Social Security, Medicare, worker's compensation, annuity, health insurance, dental premiums, and disability premiums.

Contact for Interpretation: President

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This policy statement supersedes all previous policy statements on this subject.