

# **Davis Technical College**

## **Terminated Employee Processing Policy and Procedures**

**Effective Date: 21 November 2002**

### **1. Purpose**

The purpose of this policy is to establish the procedures to follow and the forms to complete at the time of termination of an employee whether the termination is voluntary or involuntary.

### **2. Policy**

**2.1.** Department supervisors are responsible for completing and submitting the proper documents to the Human Resource (HR) Director for processing when an employee terminates from Davis Technical College (College) employment.

### **3. Procedures**

**3.1.** The immediate supervisor, in conjunction with the HR Director shall assure that all steps have been properly taken in the case of any involuntary termination. In the case of involuntary termination, the correct College Disciplinary Sanctions of the Personnel Policy must be followed, as well as any other College policies related to employee discipline.

**3.2.** The immediate supervisor shall notify the HR Director that an employee is terminating employment by forwarding to the HR Director the original completed Personnel Action Notice (PAN) form. The HR Director will forward the PAN to Payroll in time to accurately calculate the final paycheck. The PAN must be completed as soon as practicable so that the proper amounts can be calculated for the terminating employee's final paycheck.

**3.3.** The immediate supervisor shall complete the Employee Exit Action Form with the terminating employee one week before the termination date by obtaining all signatures indicated to inventory such things as credit cards, equipment, keys, or charges such as travel advances that need to be returned or reimbursed to the College. The completed form is to be forwarded to the HR Director before the end of the last day worked. The Employee Exit Action Form shall be revised and updated by the HR Director on an as needed basis.

**3.4.** The HR Director conducts an exit interview using the Exit Interview form. This form shall be revised and updated by the HR Director on an as needed basis. A copy is forwarded to the College President and the immediate supervisor.

**3.5.** The original PAN and the original Employee Exit Action Form is forwarded to the HR Director after completion for placement in the employee's personnel file.

### **4. Procedures – Computer Backup**

**4.1.** As soon as a supervisor receives notification that an employee will terminate employment, either voluntarily or involuntarily, the supervisor should notify the Director of Information Technology or designee.

**4.2.** The Director of Information Technology, or designee, should immediately implement comprehensive computer back-up procedures of all data accessible to the terminating employee. These comprehensive backup procedures should be continued on a daily basis as long as the terminating employee has access to College computer equipment.

### **5. Approval and Notes**

Board Approval: 21 November 2002

President's Council Approval: 12 November 2002

CDMT Approval: 12 November 2002