

5.8 Resignation or Contract Release

Last Revised: March 2025

Policy: Piedmont Community College's (PCC) Board of Trustees accepts the voluntary resignation of any employee and will release them from their contractual commitment according to the provisions of this policy.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the process that should be followed when an employee voluntarily resigns or is released from their position.

Definitions

N/A

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: Resignation Notification

- 1.1. The Board of Trustees, upon recommendation from the President, may release any employee from his contractual commitment if a written request is made at least two-weeks before the desired termination date.
 - 1.1.1. The written resignation should include the employee's proposed last working day and the employee's reason for leaving.
- 1.2. The resigning employee's supervisor will recommend acceptance of the resignation and forward the notice through the appropriate vice president to the President.
- 1.3. Employees giving less than two weeks' notice should include reason(s) in the letter of resignation.

- 1.3.1. Employees under contract who do not request a proper release are subject to civil proceedings for enforcement of the contract at the discretion of the Board.
- 1.3.2. The President may select an earlier release date upon recommendation of the appropriate vice president.

Section 2: Benefit Continuation

- 2.1. Continuation of health and other soft benefits differs depending on the type of benefit. Employees should contact the Office of Human Resources and Organizational Development for more information.

Section 3: Exiting Procedures

- 3.1. Prior to the last working day of the resigning employee, the employee shall meet with the Office of Human Resources and Organizational Development to discuss such matters as retirement, hospitalization, insurance, and accumulated annual and sick leave.
- 3.2. On the employee's last working day, the employee must turn in keys, textbooks, laptop, p-card, and any other equipment or material belonging to the College to HROD.
 - 3.2.1. The depreciated value of any materials not returned to the College will be deducted from the employee's last paycheck.
- 3.3. Supervisors are responsible for assuring that part-time employees have returned all College-owned property (i.e., keys, LC materials, textbooks, etc.) and terminating computer access rights with ITS.
- 3.4. Prior to their departure, HROD encourages employees to complete an exit interview to provide input on their experiences at PCC.

Legal Citation: N/A

History: Effective October 1975; Revised October 1988, October 2001, October 2002, November 2021, March 2025