Separation from Employment: (combining three policies: “Termination of Employment”, “Resignation”, and “Proper Notification”)

Employees who voluntarily resign from their position with the College are expected to give proper notice in writing of their intent to resign to the Human Resources department. The notice is to include the employee’s anticipated date of departure, reason for resignation and other pertinent data. Human Resources is responsible to notify the employee’s immediate supervisor. The employee’s supervisor may accept the resignation immediately, or at any time during the period of notice. The College is obligated to pay only for time worked and is not legally required to continue payment of wages for time not worked during the period of notice. At the discretion of the employee’s supervisor, employees may be required to discontinue work immediately, in lieu of working during the period of notice. Paid time off may not be used for any portion of the period of notice unless there are extenuating circumstances and it is approved by their Vice President or Executive Director in consultation with Human Resources. Failure to provide the proper notification may result in loss of eligibility for rehire.

In order to receive payment for accrued but unused PTO upon separation, proper notice must be given and worked. If proper notice is not given and worked, accrued but unused PTO will not be paid out upon separation. Proper notice will be defined as ten business days for non-exempt employees and twenty business days for exempt employees. Business days will be defined as weekdays, Monday through Friday, excluding scheduled College closings. Employees and faculty members who are terminated for “gross misconduct” as used by the Kansas Unemployment system or whose voluntary resignation date is escalated for “gross misconduct” as used by the Kansas Unemployment system will not be eligible for payout for accrued but unused PTO upon separation.

Upon employment termination (whether voluntary or involuntary), employees are expected to return all College property such as software, computer equipment, audio visual equipment, passwords, files, papers, badges, library materials, parking permit, keys, phones, credit cards, timecards, uniforms, training manuals, etc. It is the responsibility of terminating employees to settle any outstanding personal accounts with the College (including but not necessarily limited to bookstore accounts, library fines, travel advances, overpayment of salary, under payment of any withholding or any debt or liability due the College). The last day at the College is considered the last day worked.
Once notice of resignation is given, the employee is no longer eligible for any pending supplemental pay or increase, even if the effective date of the pay increase is while the employee is still working within the period of notice.

**Computer Access & Account Termination**

*This policy covers the disposition of email and other files stored on an individual’s college-owned computer or assigned space on the campus network when an individual’s employment with WATC is terminated.*

The College does not normally review the content of an employee’s electronic communication, but these files are stored on College computer systems and the College reserves the right to retain and access them as part of its responsibility for maintaining the College’s technology infrastructure or when deemed necessary for business reasons. It is important, therefore, that when an individual leaves the employ of the College the following procedures are followed to ensure that all necessary files are transferred from these individual spaces to the appropriate person in the College. The “appropriate person” will be identified by the departing individual’s supervisor.

**Voluntary Termination**

A “voluntary termination” is characterized by mutual agreement between the employee and his/her supervisor, Executive Director, or Vice President about the terms and timing of the departure, and by a determination by the supervisor that he/she can work cooperatively with the departing employee to follow these procedures. It is the responsibility of the supervisor to make this determination.

In all good-will termination cases, the following procedures shall apply:

1. Upon notice of termination, it is the responsibility of the supervisor o work with the departing employee to arrange for the preservation of all business-related files both from the employee’s network space and email box. All equipment owned by the college must be returned to the supervisor on the final day of employment.
2. It is the responsibility of the supervisor to submit to IT any requests that relate to the transfer of email or other files that need to be migrated from the departing employee to a different individual in the department, even if this is on a temporary basis.
3. It is the responsibility of the departing employee to delete or transfer all files and email messages that are of a personal nature. These may be transferred to a flash drive or other USB external storage device.
4. In terms of email, the supervisor will have a message put in place that goes to future senders of messages to the departed employee’s @WATC email address indicating that the person is no longer in the employ of the College and indicating to whom messages should be sent if the message pertains to College business. This process would bounce the original message back to the sender along with the new WATC contact information.

**Involuntary Termination**
“Involuntary termination” usually involves little or no notice on the part of the employee and/or the supervisor/manager, under circumstances that warrant prudent measures to protect the business interests of the college.

In all cases of involuntary termination, the following procedures shall apply:

1. As part of the termination process, it is the responsibility of the supervisor of the individual being terminated to arrange with the designated staff person in IT to secure all files both from the employee’s network space and email box.

2. It is the responsibility of Human Resources to inform the Executive Director of Technology or Network Administrator and the Director of Security in advance of any involuntary termination so that appropriate arrangements may be made for the transfer of files, the timely closing of the account of the person to be terminated, and retrieval of keys and proximity card.

3. It is the responsibility of Human Resources to inform security.

4. If so desired, IT will arrange to transfer all files and email messages of the terminated employee as part of the process of closing the account. These may be transferred to a designated network space, CD or flash storage drive.

5. The Human Resources Office and/or the respective supervisor shall make certain that the designated person in IT is involved in the involuntary termination at the appropriate time.

6. In terms of email, the supervisor will have a message put in place that goes to the sender of messages to the departed employee’s @WATC email address indicating that the person is no longer in the employ of the College and indicating to whom messages should be sent if the message pertains to College business. This process would bounce the original message back to the sender along with the new WATC contact information.