

Revision Responsibility: Director of Human Resources
Responsible Executive Officer: Vice President of Financial & Administrative Services

Source/Reference: [TBR Policy 5:01:00:00](#) [TBR Policy 5:01:03:00](#)
[TBR Guideline P-010](#) [TBR Guideline P-160](#)
[Tennessee Consolidate Retirement System \(TCRS\)](#)
[Optional Retirement Program \(ORP\)](#)
Columbia State Policies 05:19:00

PURPOSE

To define processes for separation from employment that minimizes disruption of employee benefits and maximizes continuity of college staffing and services.

POLICY

I. General

Columbia State will adhere to all TBR policies and guidelines concerning personnel issues, including [TBR General Personnel Policy 5:01:00:00](#) and [TBR Guideline P-010](#), which are incorporated into this policy by reference herein.

[TBR Policy 5:01:00:00 General Personnel Policy](#)
[TBR Guideline P-010 Personnel Transaction and Recommended Forms](#)

II. Advance Notice of Retirement or Resignation

In order to maximize continuity of college services to students and other customers, employees are expected to provide advance written notice of retirement or resignation to their immediate supervisor and the Office of Human Resources as follows:

1. Faculty - minimum of one full semester
2. Professional Staff - minimum of thirty calendar days
3. Clerical and Support Staff - minimum of fourteen calendar days

III. Return of College Property

Employees separating from college employment for any reason must return all college keys, college employee identification, and other property in their possession before their last day of work.

PROCEDURES

I. Resignation and Retirement

- A. Each terminating or retiring employee should submit a resignation in the form of a letter addressed to the president of the College, his/her supervisor, and the Office of Human Resources.
- B. When it is determined that an employee is terminating employment due to retirement or resignation, the department for which the employee works is responsible for contacting the Office of Human Resources with the name of the employee, date of termination and last day worked or to be worked.
- C. The president of the College will notify the employee in the form of a letter that the resignation or retirement is accepted or rejected.
- D. The employee should obtain a "Campus Separation & Clearance" form (Appendix A) from the "Forms - Human Resources" section on myChargerNet and schedule the opportunity to participate in an exit interview with the Office of Human Resources.
- E. The employee must contact each office on the "Campus Separation & Clearance" form to return College property, close out computer accounts, etc.
- F. The employee must return the completed "Campus Separation & Clearance" form to the Office of Human Resources after obtaining the required signatures.
- G. The Office of Human Resources will provide the employee the opportunity to conduct an exit interview, if not previously completed.
- H. The Office of Human Resources will explain the impact of separation or retirement on employee benefits, leave balances, etc.
- I. The Office of Human Resources will provide the employee with a copy of the completed "Campus Separation & Clearance" form, if not already secured.

II. Service Retirement

- A. [Tennessee Consolidate Retirement System \(TCRS\)](#) and [Optional Retirement Program \(ORP\)](#) participants should contact the Office of Human Resources at least three months prior to planned retirement to obtain specific information concerning retirement procedures. The TCRS retirement application and related forms for retirement are to be submitted 60 to 90 days prior to retirement. ORP participants should contact the Office of Human Resources to discuss continuation of medical insurance coverage or Medicare Supplement, if applicable. Retirement information, including social security, Medicare, insurance, and application forms are located at the TCRS and/or ORP websites.

- B. The employee should initiate contact with the [Social Security Administration](http://www.ssa.gov) at least six months prior to planned retirement to determine the processes necessary to apply for and receive eligible benefits. Social Security Administration applications may be completed online on their web site: <http://www.ssa.gov/online/>.

IV. Disability Retirement

- A. The employee should contact the Office of Human Resources when there is an indication of possible disability qualifying for disability retirement.
- B. The employee should follow steps A-I outlined above under “Resignation.”

V. Involuntary Termination

- A. The Office of Human Resources will discuss the impact of separation on employee fringe benefits, leave balances, etc., and provide the employee with a document detailing such.
- B. The individual conducting the termination session with the employee will collect all college keys, college identification card, parking tags, or any college-owned credit card(s) at that time.
- C. Should the employee receive notice of termination by certified mail, the Office of Human Resources will request immediate return of college keys and other related college property.

Revised: January 30, 1992 and December 13, 1996 (policy 04-09); November 1, 1993 (policy 05-15); November 29, 2001 (former policy 04-09 revised and renumbered as policy 05-20 using new policy format); August 2, 2002 (combined policy 05-15 and policy 05-20 into one policy as policy 05-15); July 2011 (streamlined and repaired links to TBR; updated retirement notification timeframe; inserted process for resignation letters, removed reference to “paychecks,” renumbered for changes, changed “clearance” to “separation,” updated Social Security information & provided link to website; updated form Appendix A – Campus Separation form, deleted form Appendix B – Disposition of Payroll Check); September 23, 2011 (new policy format and updated titles); June 18, 2014 (updated policy and Appendix A; changed name of Appendix A to “Campus Separation and Clearance” form.)