

D1004 – RESIGNATION AND RETIREMENT

PROCEDURES

DEFINITIONS

Administrator – the exempt employee with supervisory and/or managerial responsibility to whom a resigning or retiring employee reports.

Resignation – the formal notification in writing by an employee terminating their employment relationship with the College.

Retirement – the formal notification in writing by an employee terminating their employment with the College and applying to commence their pension.

1. The employee will notify their Administrator or delegate in writing of their intention to resign or retire from employment with the College in accordance with Policy D1004.
2. The Administrator will contact People and Culture and the Academic Administrative Manager (Faculty only) to review entitlements and where appropriate workload overload/underloads to ensure that they are appropriately balanced prior to determining an appropriate resignation date.
3. The Administrator or delegate will notify the employee of the acceptance of their resignation or retirement by email and copy their HR (Human Resources) Partner in People and Culture.
4. The employee will submit their resignation or notification of retirement in Workday.
5. The HR Associate, People and Culture will send an acknowledgement email to the employee.
6. The employee will be notified in writing of any outstanding balances to be paid or collected and effective dates and procedures related to the termination of health and welfare benefits including pension, if applicable.
7. Employees will return all College property including laptop, monitors, keyboards, mouse, cell phones, supplies, and all other College purchased equipment and supplies such as keys and access cards prior to or on their last active day of employment.
8. The Administrator or delegate will complete the termination checklist including confirmation of retrieval of all College property including equipment, supplies, cell phones, keys, and access cards.
9. All College property and equipment returned by the employee must be stored safely and returned promptly to IT (Information Technology), Finance and/or Security, and others as appropriate.

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