

Separation Guidelines

A quick reference guide to Voluntary and Involuntary Separations



This guide will help supervisors through voluntary and involuntary separation processes, with special notes on early retirement and employees who return to work part-time.

VOLUNTARY SEPARATIONS

Supervisor's Responsibilities:

- Receive letter of resignation or notification from employee. A letter of resignation can be an email notification from the employee.
- Submit [HR Service Desk Ticket](#)
 - Ensure all required fields are completed
 - Final Day
 - Attached Letter of resignation
 - Employee Name
 - Employee ID
 - Type (Resignation)
 - Employee Classification
- Approve and finalize timecard and leave requests, if applicable
- Collect all College equipment/property - this includes computer(s), college issued credit cards, keys, and CCC ID

Human Resources Responsibilities:

- Receive separation ticket
- Assign employee Separation Personal Information Form through NEOGOV
- Notify key process owners (ITS, Business Services, College Safety, Campus Services, and union leadership) – this can be delayed for 48 hours at the request of the supervisor through the separation ticket
- Add separation date (last day of work) in NEOGOV
- Upload resignation letter to NEOGOV
- Submit ITS ticket to revoke system access on LAST DAY of work
- Payroll coordinates final pay with employee, if necessary
- Terminate benefits at the end of the month the employee is separating

Early Retirement

HR will ensure that employees are eligible for early retirement by reviewing the section in respective bargaining agreement

Early retirement is only available for full-time employees - faculty, admin/admin professional, and classified

- Key process differences for supervisors:
 - Select "retirement" in separation service desk ticket and note that it is an early retirement in the description

Separated Employees Returning to Work

- Let HR know if employee intends to return to work and the date they plan to return
 - HR will add the position once confirmed they are returning to work
 - If employee has been separated for more than 3 months, returning to work requires the employee to complete the hiring process

Associate Faculty 5-Term Gap

Submit a Service Desk ticket if Associate Faculty will no longer be teaching at the College. HR will automatically separate Associate Faculty members who do not work for 5 consecutive terms.

INVOLUNTARY SEPARATIONS

Supervisor's Responsibilities:

- **Discuss plan for involuntary separation with HR leadership.** During this meeting, you will:
 - Review applicable union processes depending on employee classification
 - Plan for separation meeting with employee (including scheduling)
- After planning with HR leadership, submit a [HR Service Desk Ticket](#) prior to separation meeting with employee. This is confidential, prepares HR for the separation process, and ensures system access is revoked.
 - Ensure all required fields are completed
 - Final Day
 - Attached termination documentation
 - Employee Name
 - Employee ID
 - Type (Involuntary)
 - Separation meeting date and time
 - Employee Classification
- Approve and finalize timecard
- Collect all College equipment/property - this includes computer(s), college issued credit cards, keys, and CCC ID

Human Resources Responsibilities:

- Receive separation ticket
- Payroll prepares final paycheck
- Notify key process owners (ITS, Business Services, College Safety, Campus Services, and union leadership) – this will be delayed until separation meeting is held
- Add separation date (last day of work) in NEOGOV
- Upload termination documentation to NEOGOV
- Submit ITS ticket to revoke system access after separation meeting
- Terminate benefits at the end of the month the employee is separating