SOUTH TEXAS COLLEGE

EMPLOYEE EXIT CHECK LIST

- ☐ Submit a written resignation notice to your immediate supervisor and the Office of Human Resources (HR) that states when your last workday will be.

- ☐ Submit a written request for release of appointment to the College President (*only applicable to faculty on a letter of appointment, and administrative positions*).

- ☐ Verify an email is received from HR scheduling your exit interview which includes exit procedures and **STC EXIT/CLEARANCE** form.

- ☐ The following items should be completed prior to your scheduled exit:
  - ➢ Leave Forms (approved and submitted for month of resignation)
  - ➢ TimeForce (complete through end date – verify 40 hrs/week are accounted for – last clock-out will be at HR)
    * Have Supervisor complete Form BO-7710 to verify TIMEFORCE inactivation
  - ➢ STC I.D. (prepare to return to HR at exit)

- ☐ Ensure supervisor has received/approved the **department clearance** that confirms all department issued items such as grades, text books, lap top, phone, pagers, file cabinet keys etc., have been returned. **For non-exempt employees who utilize TIMEFORCE, Form BO-7710 is also required to be submitted during exit***

- ☐ Return issued keys to your designated location (listed below) **Key clearance will be faxed to HR please ensure a designated person signs the STC/EXIT/Clearance Form** on or before your last scheduled workday and before the scheduled exit interview.

  Locations:
  - ❖ Pecan, IT, Business Office and Pecan Plaza: Facilities Department– Building E
  - ❖ Technology Center: Division Dean of BMST
  - ❖ NAH: Division Dean of NAH
  - ❖ Mid-Valley Campus: Coordinator of Mid-Valley Campus
  - ❖ Starr-County Campus: Coordinator of Starr County Campus

- ☐ If the employee has any outstanding parking or moving violation tickets these must be paid at the Cashiers Office before the last workday. All other STC property (department-issued items) should be turned in with the employee's department.

- ☐ Verify any outstanding library materials have been submitted and/or outstanding library fines have been paid before the last workday– Library clearance is required *HR will obtain email verification of library clearance from designated Library representative

- ☐ Be prepared for exit - bring completed **STC EXIT/Clearance Form** and all requested materials and be prepared to provide additional information such as new address and phone number if relocating.

SOUTH TEXAS COLLEGE

EMPLOYEE EXIT PROCEDURES

I. Notice of Separation

An employee resigning from his or her position with the College must submit a written notice to their immediate supervisor and send a copy to the Dean or Director of their department and to the Office of Human Resources (HR). Refer to Board Policy #4922.

II. Pre-Exit Interview Procedures

Once the notice is received, the Office of Human Resources will notify the employee of his or her scheduled appointment for an exit interview (typically appointed on the employee's last work day).

❖ **The following steps must be followed to obtain a clearance at his or her exit interview.**

1. Classified and Professional Support Non-Exempt employees need to submit any pending or unprocessed Employee Leave Forms approved by their supervisor, at the time of their exit interview.

2. The **STC EXIT/Clearance Form** will be emailed or faxed to the exiting employee. The employee needs to obtain original signatures from designated departments, on or before their last workday, in order to receive proper clearance before the scheduled exit interview. **The completed EXIT/Clearance Form is to be submitted at the time of the scheduled exit interview.**

3. The Department Clearance form (emailed to supervisor) requires the signature of the exiting employee's supervisor, clearing the employee of all department issued items such as uniforms, course materials, textbooks, laptops, phone, pagers, file cabinet or desk keys, etc. The notice also clears the employee of his or her workstation or office and will be faxed/emailed/forwarded to HR prior to scheduled exit.

4. HR collects employee's identification badge

5. Any issued keys must be returned on or before their last day of employment to obtain a key clearance. The employee must obtain a signature, on the Clearance Notice Form, from the person authorized to receive issued keys. Keys must be returned to the employee's designated location:

   - Pecan, IT, Business Office and Pecan Plaza: Facilities Department– Building E
   - Technology Center: Division Dean of BMST
   - NAH: Division Dean of NAH
   - Mid-Valley Campus: Coordinator of Mid-Valley Campus
   - Starr-County Campus: Coordinator of Starr County Campus

SOUTH TEXAS COLLEGE

III. Exit Interview

The employee is asked to complete a questionnaire concerning the reasons for their separation of employment and to share their likes and dislikes of their job and the College. The responses are submitted to the Director of Human Resources for review. Form completion is optional.

The employee's accrued and unused leave is viewed and reduced by any time used during their last month of employment as reported on their electronic time card or submitted approved employee leave forms. Any time exceeded will be reduced as pay adjustment from the employee's last check.

Employees with unused sick leave forfeit any remaining leave and balance is reduced to zero. If you're a member of the sick leave pool, any remaining leave will be donated to the pool An employee terminating employment will be expected to utilize accrued vacation prior to the last day of employment. In extenuating circumstances, a lump sum payment may be paid for unused accrued vacation with the approval of the supervising administrator, Vice President/Executive Director, and President. Please refer to Policy 4306

The employee's address is verified for distribution of their last payroll check. Final check due is distributed two days prior to the last scheduled pay date (last work day of the month of resignation). If the address is different, the forwarding address and phone number is obtained and HR records are updated. The employee is asked to notify HR if/when their address changes, so that their next scheduled W2 statement is mailed to the correct address.

HR verifies that all signatures required, on the EXIT/Clearance Form for the following departments, have been obtained:

- ❖ Key Clearance
- ❖ Library (books, videos, tapes)
- ❖ HR (for Tuition Reimbursement, Promissory, and IT privilege clearances)

HR verifies tuition and fee reimbursement and/or institutional grant status within the previous two years. If Tuition Collection is required, and/or a promissory note is due, the employee is notified that the amount due will be payroll deducted from his or her last check. Clearance form is signed acknowledging amount of collection. If the employee's last check is not sufficient to cover the collected amount, a payment arrangement is agreed upon between the Director of Human Resources and the employee. Defaults to this payment arrangement will be referred to the Business Office for collection.

Options are reviewed with the employee concerning his or her retirement account (TRS or ORP)

- ❖ Request for Refund

- ❖ Transfer/Roll Over
- ❖ Dormant Account
- ❖ Vesting Notices (for ORP participants)

Group Health, Dental or Vision Insurance

Health insurance coverage ends at the end of the separation month. ***Note:*** *An exception to this applies only to faculty who complete their 9-month appointment/ obligation and coverage is extended through the end of the fiscal year-August 31st.*

COBRA

The federal law known as COBRA requires most employers to offer employees and their families the opportunity for a temporary continuation of their group health insurance coverage at group rates when the employee separates from employment. The Employee Retirement System of Texas mails out the COBRA information (rates and instructions) to every employee who had insurance coverage at the time of termination. There is a 60-day deadline from date of COBRA notice. These rights are reviewed with the employee and he/she signs the COBRA termination notice. The original is issued to the employee and a copy is placed in the employee's benefit file. ***Note:*** *all employees are covered through the end of the month of his or her active employment. An exception to this, applies only to faculty who complete their 9-month appointment/ obligation and coverage is extended through the end of the fiscal year-August 31st.*

The employee will be given a certificate of health coverage as proof of coverage for a future employer, if required.

Life Insurance and Long Term Disability (LTD)

At termination/resignation, the employee's group term life insurance and long term disability (if enrolled) will end.

TexFlex Reimbursement Accounts

Upon separation of employment, the employee's TexFlex reimbursement accounts will be terminated. If selected, the dependent care account contributions will stop effective immediately. If the employee selected the health care account, he or she will be responsible for paying the remaining balance elected to contribute for the fiscal year.

Teacher Retirement System (TRS)

The departing employee may receive a refund of his or her TRS contributions or transfer the funds to an individual retirement account. If the employee completes the Notice of Final Deposit and Request for

Refund Form (TRS 6) for a refund, there is a 2-4 months processing time. The Teacher Retirement System will mail the refund check due to the address specified by the employee on the TRS-6 Form.

Optional Retirement Program (ORP) and Tax Sheltered Annuity (TSA)

If the departing employee is a participant in the Optional Retirement Program (ORP) or the Tax Sheltered Annuity (TSA) and wishes to rollover or withdraw the funds, the appropriate financial advisor must be contacted to complete the necessary paperwork.

Release of Employment Authorization

Employee is given the option to authorize STC a release of employment information to prospective future employers. Release form is filed in exiting employee's personnel file and remains valid until employee revokes authorization in writing.

Conclusion of EXIT

HR reviews the EXIT/Clearance Form for all designated departments; and attaches the Department Clearance form from supervisor. HR collects the employee's identification badge. The employee signs the checklist of the exit interview acknowledging they were informed about COBRA, Employment Info Release, Pension Options, and the exit interview is concluded.

Classified/Professional Support non-exempt employees will submit final clock-out after EXIT via TIMEFORCE log-in and will submit timecard verification.

For questions, please contact the Benefits Office: HR_Benefits@southtexascollege.edu