

Saint Joseph's College

Policy Guidebook

Human Resources

Section Name: Leaving the College

Section Number: 13.01

Effective Date: 1/29/21

SUBJECT: Voluntary Separation

Purpose:

A voluntary separation is initiated by an employee who decides to leave the College. The types of separations vary by definition, criteria, and expectations.

This policy provides guidelines with respect to what an employee and the College can expect during these separations to promote and foster a seamless transition for both parties.

Applicable to:

All Staff

Policy:

Resignation

A resignation is a severance action by which an employee voluntarily severs their relationship with the College. Because untimely resignations cause difficulty in operations, Staff are asked to give at least the minimum requested notice defined below:

- After the adaptation period is completed, non-exempt (hourly) employees are expected to provide a minimum requested notice of two-weeks.
- After the adaptation period is completed, exempt (salaried) employees wishing to terminate their employment will be expected to give a minimum requested notice of four-weeks.

Those in leadership roles, such as Vice President, Associate Vice President, Directors, and Managers, should consider the overall impact and timing of their departure with regards to the length of notice.

Depending upon the type of position and/or length of notice provided, the College may sever the employment relationship earlier.

College Retirement

A College Retirement is defined by an employee who has fifteen (15) years of consecutive years of service to the College and is a minimum of sixty (60) years of age at the time of the retirement date.

Employees who achieve this milestone accomplishment receive the following College Retirement benefits:

- Maintain their SJC email
- Receive an SJC Retiree College ID card and have the ability to add “flex” dollars to the ID card for ease of purchases
- Ability to participate in activities, including a free gym membership, at the Alford Center (the cost for classes remains at the employee rate)
- Ability to utilize the Wellehan Library resources and services

Employees should provide as much notice as possible to the College if they intend to retire (following the notice time frames defined above for Resignation).

Retirement Transition

An employee may decide to “retire” from the College. In this scenario, the employee does not meet the criteria for the formal College Retirement (outlined above). There is no mandatory age for retirement.

Employees should provide as much notice as possible to the College if they intend to retire (following the notice time frames defined above for Resignation).

Job Abandonment

Employees who are absent from work for three (3) consecutive working days or more without notice are deemed to have quit.

On the fourth day of absence with no communication from the employee, the employee will be officially be considered as separated from the College. The last day of employment on record will be the last day worked.

Procedure:

Employees are expected to provide written notice to their manager and Human Resources regarding their plan to resign or retire following the notice times defined above.

Employees separating from the College will receive final payment via the regular payroll process no later than the next regular payday following their last day worked. Final paycheck will include payment through the last day worked and any accrued Earned Time (ET) or Maine Earned Paid Leave (MEPL) if applicable.

If the employee is eligible for ET or MEPL, the following processes will apply:

- The dollar value of a positive balance will be paid in the final paycheck.
- The dollar value of a negative balance will be deducted from the final paycheck. If no final payment is produced, the employee will be expected to repay the College for any amount owed.

Human Resources will provide a letter detailing the transition of any elected benefits after the last day of employment with the College. Any benefits that are applicable through the end of the termination month will have premiums deducted from the final paycheck. If there is no final paycheck, the employee will be expected to provide payment for applicable benefit premiums.

Staff are expected to work their last day of employment. The resignation date may not be on a College observed holiday or an ET day.

College property, including but not limited to, any and all technology (computers, laptops, zip drives, power cords, etc.), College keys, an SJC ID, uniforms (with the department name on the clothing), physical and electronic files, classroom and office furniture, ergonomic equipment, telecommute work items/materials, etc., are to remain at the College. Employees are expected to return all College property to their managers on their last day of employment. Arrangements to return College property after a resignation can be made in advance with manager approval.