

EMPLOYEE RESIGNATION (POLICY)

1. Proper Notice. A college employee under contract who desires to terminate his/her employment shall submit a written resignation to his/her supervisor stating the reasons for which she/he seeks to terminate the contract. Members of the instructional staff must give notice at least 30 calendar days prior to the end of the current semester, effective at the end of that semester. All other staff must give two (2) weeks' notice.
2. Acceptance of Resignation. A ~~resignation~~Resignation is recognized when accepted by the OLC President. Employees are entitled to the salary earned up to the last day of work excluding any debts remaining with the college. Any annual leave accrued by the resigning employee shall be paid to the employee. Instructors, who have resigned without completing the contract year, cannot claim any remaining personal or consulting days for the semester in which they resigned.
3. Notification.
 - i) The supervisor notifies the Personnel Office that the employee has resigned. The notification must be in writing and will include the effective date of the resignation.
 - ii) The Personnel Office will forward a letter to the OLC ~~Board~~ President for acceptance of the ~~resignation~~Resignation per OLC Policy. The Personnel Office will notify the Payroll Office, and the Vice President of Business ~~and the Technology Department~~ by email of the effective date of the ~~resignation~~Resignation.
 - iii) The Personnel Office will notify the immediate Supervisor that before the final ~~timesheet will need to be completed. That the final paycheck will be held in the Personnel Office until the Personnel Office~~timecard is notified in writing that the employee has returned~~approved and the paycheck is released, any reports required by the employee's department and~~ all OLC property/ (i.e. keys, ~~computers~~electronic devices, office equipment, passwords, license agreements, etc.) are complete and returned.
 - iv) ~~The final payroll check will be forwarded to the Personnel Office from the Payroll for release pending the return of all OLC property and keys. If~~ The Personnel Office will notify the Technology Department by email of the effective date of Resignation. The Technology Department will remove the employee's Administrative access to OLC's systems immediately upon notification ~~isn't received from the~~ of the employee's effective resignation date.
 - v) The final paycheck will be deposited into the employee's designated account when the final timecard has been approved by their immediate

~~Supervisor prior to.~~ The immediate supervisor must verify that all reports, keys, technology, passwords, license agreements, etc. in section iii of this policy has been met by approving the Friday when payroll is dispersed, time card and completing the Personnel Office process out form. The Supervisor will release submit the process out form to the Personnel Office. The Personnel office will notify the Payroll office to process the final paycheck. payroll.

- vi) The Personnel office may determine on a case-by-case basis an importance of the data required from the employee's email account before termination of the account. The Personnel Office will terminate the employee's email account upon the effective date of Resignation. If the employee is reassigned, the Personnel Department will reclassify the employee under the appropriate designation, the employee will retain the email as long as they are a full-time employee with the college.