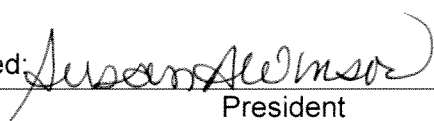


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	TERMINATION OF EMPLOYMENT	Procedure Number:	3-3-108.1
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:	8-8-100		
Governing ATC Policy:	3-3-108		

Approved: 
President


Vice President of Administrative Services

Date Adopted: 07/01/2004
Date Revised: 02/11/2008

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. Voluntary Termination

1. A letter of resignation by a terminating employee will be given to the employee's immediate supervisor with a copy to the Human Resources Office. The letter will include the employee's name, position, and the effective date of termination.
2. The employee's immediate supervisor will forward a copy of the employee's letter of resignation to the next ranking manager who will forward it to the respective Vice President. The Vice President should submit the letter to Human Resources and notify the President. The immediate supervisor should contact the Human Resources Office to ensure a smooth exit process.
3. Upon receipt of a copy of a letter of resignation, the Human Resources Director will notify the employee in writing regarding the exit interview process and will ensure their termination checklist and termination questionnaire are completed.
4. The terminating employee will contact the Human Resources Office to schedule an exit interview to review the termination checklist and termination questionnaire. The employee

should have completed the termination questionnaire prior to the employee's appointment with the Human Resources Office representative.

5. On the appointed date, the Human Resources representative and the terminating employee will review the termination checklist. The Human Resources representative will ensure that all items are complete on the termination checklist and termination questionnaire. The Human Resources representative will also answer questions the employee may have concerning their personnel records and benefits.
6. The Human Resources representative will file the terminated employee's termination checklist and termination questionnaire in the employee's personnel file. The data from the termination questionnaire will be analyzed periodically and should be used as a management tool to reduce employee turnover if problem areas are identified.

II. Involuntary Termination

When an employee in a permanent position has been involuntarily terminated for cause, the Human Resources Director and the terminated employee or their immediate supervisor, depending on the case, will do the following:

1. The Human Resources Director should complete an involuntary termination checklist and attach it to the termination checklist. These checklists are to be placed in the terminated employee's file.
2. The Human Resources Director should analyze the data from the involuntary termination checklists periodically and provide any significant findings to the President or designee.
3. The involuntary termination checklist should include, but is not limited to, the following items: name, SSN/ID, termination date, forwarding address, leave balances, benefit conversion choices, submission of keys, grades, rolls, payment of any fines/tickets, as well as the reason for termination (insubordination, violation of policies, violation of safety rules, reported under influence of alcohol or drugs, willful destruction of property, destruction of property due to carelessness, fighting, leaving work station, falsification of employment application, dishonesty, absenteeism, tardiness, quality of work, quantity of work, poor performance, probationary, lack of technical knowledge, inability to work – illness or failure to pass physical).

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2013		