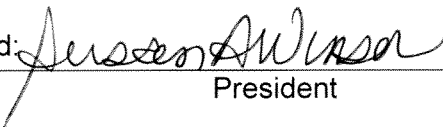



**AIKEN TECHNICAL COLLEGE  
POLICY**

Policy Title: <b>TERMINATION OF EMPLOYMENT</b>	Policy Number: <b>3-3-108</b>
Institutional Authority: <b>President</b>	
Associated SBTCE Policy: <b>8-8-100</b>	
Associated ATC Procedure: <b>3-3-108.1; 3-3-108.2; 3-3-108.3</b>	

Approved:  President  Commission Chairperson

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.**

It is the policy of Aiken Technical College that every employee who terminates with the College be briefed on terminating benefits; responsibility for returning all College property and records; and, provides the reason for separation, opinions about their job and the College as a whole. In order to obtain this information the separating employee is required to complete a termination questionnaire and a separation checklist.

Upon completion, the termination questionnaire and the separation checklist will be placed in the employee's personnel file. At the end of each quarter, the Human Resources Office will provide a summary of that quarter's terminations. Names of employees will not be used in the summary.

Refer to ATC procedures 3-3-108.2 and 3-3-108.3 for termination checklist and questionnaire.

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