

## **Resignation**

Exempt employees are to give, in writing, a minimum of 4 week's notice of their intent to terminate. Such notice will allow the immediate supervisor adequate time to seek a replacement or determine how the activities of the position will be handled.

When a supervisor receives notice of an impending resignation, he/she must immediately contact the Human Resources Office. This will ensure that all employee matters regarding payroll and benefits are properly handled.

An exit interview should be scheduled with the Human Resources Office during the final week of employment. All College property, including but not limited to, keys, library cards, Dow Center cards, identification cards, credit cards, office equipment must be returned at this meeting.