

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 7.2.3**

<b>Title: Separation from Employment</b>	
Originated by: Vice President of Business Services	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on:

**Policy Statement:** Although most organizations hope the employment relationships established with employees will be mutually rewarding and long term, all organizations experience turnover. Resignations, separations, retirements, and College-initiated involuntary terminations are inevitable. With this in mind, the College has developed a policy for such instances.

**Rationale:**

1. Definitions:

- a. Resignation: An employee may resign from the service of the College by notifying the Supervisor at least two (2) weeks prior to the effective date. A "Letter of Intent to Resign" shall be written by the employee, and include the date the resignation will become effective and the reason(s). Failure to give two (2) weeks notice of resignation may result in the loss of payment for eligible unused vacation and medical leave unless the Supervisor waives the two- (2) week notification because exceptional circumstances warrant such action. A Supervisor may consider as grounds for refusal to rehire an individual the fact that the individual did not give the required notice when he/she resigned from earlier employment with the College. All resignations will be forwarded to the Department of Human Resources.

In the event an employee withdraws his/her resignation, a Supervisor may approve such withdrawal, provided that an appointment has not been made to fill the pending vacancy. The final decision to grant retraction of a resignation rests with the Supervisor.

- b. Abandoned Position: Any unauthorized absences from work for a period of two (2) consecutive working days shall be considered as abandonment of the job and a presumed resignation. An employee presumed to have resigned under this provision shall not be considered to have resigned if upon his/her return to work an acceptable reason for such absence is presented to his/her supervisor.

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Institutional Policy and Procedure Manual**

**Policy No. 7.2.3**

- c. Retirement: A voluntary separation that usually includes qualification for benefits under the College's retirement plan is considered retirement. Employees who plan to retire are urged to provide the College with a minimum of two (2) months' notice. This will allow ample time for the processing of appropriate pension forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely manner.
  
- d. Involuntary Termination: The policy to be followed in cases of involuntary termination is found in the "Disciplinary/Corrective Action" policy.

**Procedure:**

- 1. Department Heads/Supervisors: When an employee is separated from employment, the immediate supervisor of that employee is responsible for initiating a "Personnel Action Form" designating the appropriate reason for separation.
  
- 2. Human Resources: Exit interviews shall be conducted for outgoing employees after a supervisor receives a notice of resignation or intent to retire, and for employees who are involuntarily terminated. The purpose of the exit interview is to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all College property that may be in the employee's possession (e.g., College keys, etc.), and to provide employees with an opportunity to discuss their job-related experiences.
  
- 3. Release of Reference Information: Upon an employee's resignation, an employee may voluntarily sign and fill out the "Employee Authorization to Release Reference Information". This will allow the College to release information to possible future employers concerning the employee's past performance, job duties, etc. Included on this release form is the "Employee Authorization for Release of Final Paycheck". When completed, the employee can request that his or her final paycheck be sent to a predetermined address.
  
- 4. Benefit Eligibility: Generally, when an employee is separated other than for Reduction-In-Force, benefit eligibility at the time of termination will cease, except for the following:
  - a. Vested Rights Under KPERS. General provisions of benefit credits are specified in the summary plan description available from the Human Resources Department.
  
  - b. Health and Life Insurance Benefits. Extended coverage and conversion privileges of the health and life insurance benefit plan are provided in accordance with conditions as set forth in the plan.
  
- 5. Persons covered under KSA 72-5411 should note the following information regarding notification dates for termination/discontinue.

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**Policy No. 7.2.3**

*72-5411. Continuation of teachers' contracts; notice to terminate or discontinue; change by mutual consent. (a) All contracts of employment of teachers in the public schools in the state shall continue in full force and effect during good behavior and efficient and competent service rendered by the teacher, and all contracts of employment shall be deemed to continue for the next succeeding school year unless written notice of intention to terminate a contract of employment is served by a board of education upon any teacher on or before May 1. A teacher shall give written notice to the board of education of a school district that the teacher does not desire continuation of a contract of employment on or before May 15 or, if applicable, not later than 15 days after final action is taken by the board of education upon termination of professional negotiation absent a binding agreement under article 54 of chapter 72 of Kansas Statutes Annotated, whichever is the later date.*

*(b) Terms of a contract may be changed at any time by mutual consent of both a teacher and the board of education of a school district.*