



Resignation/Termination Guidelines

Employee Guidelines

1. Letter of resignation: Submit a letter of resignation to your supervisor. The letter should include the reason for leaving and the date of your last day of work.
2. Unused vacation you have accrued will be paid out. Unused accrued sick leave is not.
3. Medical & Dental coverage: If your termination date is the 1st through the 14th your benefits will end on the last day of the month. If your termination date is the 15th through end of the month your benefits will end on the last day of the following month.
4. Basic Life Insurance: Contact LifeMap Customer Service at (888) 777-9368, option 2 for information about portability/conversion to a private plan.
5. Voluntary Life Insurance: Contact LifeMap Customer Service at (888) 777-9368, option 2 for information about portability/conversion to a private plan.
6. NCPERS: This life insurance policy for PERSI employees ends with termination.
7. FSA – Flexible Spending Account: PacificSource - 800-422-7038
8. Retirement Contacts: PERSI: 800-762-8228, TIAA/CREF: 800-842-2776, VALIC: 800-892-5558 Ext. 88063
9. College Property: All College property must be returned to your supervisor or HR by the last day of employment. This includes, keys, staff card, P-Card, cell phones, laptops, library materials & College documents and forms.
10. Computer accounts and files: All access to computer and email accounts are closed at the time of termination.
11. Exit Interview: You are invited to complete an exit interview with your supervisor or HR. The purpose is to address any questions, comments or concerns while employed by the College.

Note: Finally, any change of address must be reported to HR to ensure you will receive your annual W-2 statement.

Supervisor Guidelines

1. Obtain a letter of resignation from the employee.
2. Complete the Resignation/Termination Form & submit with the resignation letter to the HR Office.
3. Help the employee to submit any change of address to the HR Office.
4. Notify Payroll if employee has recently taken or intends to take further vacation or sick leave.
5. Oversee the return all College Property to the supervisor or HR by the last date of employment. Includes:
___Keys ___Staff card ___P-Card ___Cell phones ___Laptop ___Library materials ___ College documents & forms
6. Notify IT of termination so telephone, e-mail and network access are processed.
7. Return any employee office/building keys to the Maintenance Department.

Contacts: HR Benefits Coordinator Pam O'Dell x6206 and Payroll Manager Courtney Bingham x6307. (Rev 6/2019)