

COLLEGE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Termination: Employee	DM - II	2	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Termination of Employment	DM	08/26/2025

TERMINATION PROCEDURE

All employee terminations should be processed as promptly as possible in order to allow for timely administrative action. The standard employee termination form will be completed by the Office of Human Resources upon receipt of a written resignation or termination notice. The written resignation should state the last day an employee is physically at work as the last day of employment. The termination form will be forwarded and signed by the appropriate Vice President and forwarded immediately to the President for approval. An exit letter will be sent to the employee requesting the employee to schedule an appointment with the Office of Human Resources for exit processing. A Personnel Action Form is also forwarded through channels to authorize the advertising and refilling of the position.

The employee will report to the Human Resources Office at the scheduled appointment. At this time the employee will be informed of any rights or benefits he/she may have accrued. The Director of Human Resources (or a designated representative from the Human Resources Office) will conduct an exit interview, record any pertinent comments of the employee regarding his/her employment with the College and will include a copy of the final employee termination report in the employee's permanent personnel folder.

The employee will be expected to turn in to the Human Resources Office any College equipment, keys, ID card, credit card, parking hanger, books and/or uniforms prior to a final clearance being issued. These items will be cleared normally on the employee's last work day. In the event any items have been turned in previously to another MCC office or department, the Human Resources Office will verify that such items have been received.

Final pay checks for former non-contractual personnel and for contractual personnel should be processed in accordance with the established pay schedule and pertinent federal guidelines.



TERMINATION: MCC BENEFITS

An employee of the College whose employment is terminated, regardless of reason for termination, shall cease to earn or to be eligible to receive any benefits provided by the College, effective at the close of the employee's last pay date. The employee shall be compensated at his/her current salary rate for any vacation time or compensatory time accumulated (unused) as of the close of his/her last day of work, and the employee's legal relationship with the College shall be severed at that time. If there is a conflict with this policy and benefits to which a retiring employee is entitled, then the Office of Human Resources will notify the Vice-President, Finance & Administration for approval of an exception to the policy. Compensation for vacation time shall not exceed maximum amount of vacation time payable to the employee.

Benefits accrue for an employee each pay period the employee is paid by the college. If an employee is paid for any part of the pay period, benefits accrue for the entire pay period.

Upon termination of employment, employees who participated in the college's insurance program shall be mailed a Continuation Coverage Notification (COBRA Notice) as mandated by federal Public Law 99-272 by the Employees Retirement System.

This policy shall not affect in any way special benefits granted by the College, under a separate policy, to retired employees.