

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.1.10.1
Related Policy: 3.1.10
Title: Retirement/Resignation/Termination--Voluntary and Involuntary
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 05-11-2001
Last Cabinet Review: 11-14-2018
Last Revision: 11-14-2018

President

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.

I. Voluntary

A letter of resignation will be submitted to the President with a copy to the immediate supervisor, Assistant Vice President/Dean, Supervising Vice President and Human Resource Office not less than two (2) weeks before his/her last workday. The letter will include the employee's name, position, and the date of termination.

The President will respond with a Letter of Acceptance. A copy will be forwarded to the immediate supervisor, the next ranking officer and to the Human Resource Office. There is no ability to rescind a resignation once it has been accepted, unless the College President consents.

Transferring to another state agency within fifteen (15) days with no annual leave payout will not constitute a break in service.

Upon receipt of a copy of the letter of resignation and acceptance, the Human Resource Office will schedule an Exit Interview with the employee, providing them an Exit Questionnaire.

The employee is encouraged to complete the Exit Questionnaire and bring it to their exit appointment. In addition, the employee will be explained all rights and privileges that they are entitled. The employee will sign the Termination Checklist indicating he/she has been informed of all applicable benefits.

At the time of the Exit Interview, the employee may ask questions regarding his/her personal file or address any problems or concerns the employee has. The Human Resource Office will submit a Track-It and inform applicable department staff, inclusive of but not limited to Information Technology, Building and Grounds and Procurement of the termination. Prior to the termination date, the Inventory Control Department will conduct a departmental inventory audit. The employee will return all college property, including keys, to the Inventory Control Department. The Human Resource Office will summarize the data from the Exit Questionnaire and discuss it with the appropriate vice president and/or immediate supervisor.

There are no grievance rights if the employee submits a letter of resignation. If the employee resigns in lieu of termination, he or she would be considered to have submitted a voluntary resignation.

II. Involuntary

When an employee at Horry-Georgetown Technical College has been involuntarily terminated with causes, the Human Resource Office will inform the VP of Information Technology and the Superintendent of Building and Grounds of the termination. The departments will coordinate the closing out of technology access and the returning of all keys and equipment, which belong to the College.

The Human Resource Office will provide the terminated employee an exit packet, either in person or by registered mail, outlining the employee's rights, privileges, benefits and all other necessary paperwork needed to exit them from benefits in which they are enrolled. Employees who have attained covered status may access the State Employee Grievance Process. (See Procedure 3.6.2.1). Employees who are still in probationary status do not have grievance rights. (See Procedure 3.6.2.1).

III. Temporary & Temporary Grant Separations

For termination of employment for persons occupying temporary or temporary grant positions, see Procedures, 3.2.3.5 and 3.1.11.1.