

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.1.10
Title: Exit Interview for Termination of Employees
Authority: Title 59, Chapter 53, Sections 810 -860 of the
1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 04-08-1993
Last Cabinet Review: 11-14-2018
Last Revision: 11-14-2018

Chairperson

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.

It is the policy of Horry-Georgetown Technical College that all employee terminations (voluntary and involuntary) are handled in a consistent manner with minimal disruption to ongoing work functions. Terminating employees are encouraged to participate in the exit interview process. The Exit Interview is designed to identify the reason for separation, explain benefits, rights and privileges of the terminating employee and to ensure the return of all College property, paperwork and records.