HIGHLAND COMMUNITY COLLEGE
GENERAL PERSONNEL POLICY

SUBJECT: Termination of Employment
BOARD OF TRUSTEE APPROVAL: 02/26/2025 EFFECTIVE DATE: 02/27/2025

Highland Community College understands that many circumstances arise that may necessitate resigning from employment. If an employee decides to resign, which an employee may do at any time for any reason, Administrative and Classified employees should notify their supervisor or department head in writing at least two weeks in advance of the resignation effective date. Employees may not use vacation in any manner to extend their employment ending date. If an employee's decision to resign is based upon a situation that could be corrected, the employee is encouraged to discuss it with their supervisor, department head, Vice President, or Human Resources before making a final decision.

Accelerating Notice of Resignation
In appropriate circumstances, the College may accelerate an employee's notice of resignation and make it effective immediately or on any other date. Under these circumstances, an employee will be paid through the last day worked.

The College's Right to Terminate Employment
An employment relationship with Administrative and Classified staff at the College is on an at will basis. Therefore, the College has the right to terminate the employment relationship at any time, with or without cause or notice. In situations when Highland Community College terminates a staff member's employment, it is in the best interest of the employee and the College to make the termination effective immediately.

Exit Interview
If an employee resigns employment, his or her supervisor, Vice President, or Human Resources may request that the employee participate in an exit interview. The primary purposes of an exit interview are to review benefit eligibility, to ensure that all necessary documents have been completed and to provide the employee with an opportunity to discuss job-related experiences. If an employee wishes to initiative an exit interview, the employee should contact their supervisor, Vice President, or Human Resources.

Vacation Leave and Personal Holiday
If an employee resigns or employment is terminated for any reason, the employee will be paid any accrued, unused vacation leave and/or holiday leave.

Returning College Property
At the time employment ends, an employee must return to his or her supervisor or Human Resources all College property including, but not limited to keys, tools, clothing, parking permits, computers, cell phones, books, and corporate credit cards. All passwords will be revoked at the time employment ends.