



POLICY: 6Hx28: 3F-01

Responsible Executive: Vice President,
Organizational Development & Human
Resources

Policy Contacts: Assistant Vice
President, Talent Management & Total
Rewards

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 02-06-2025

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Employment Transitions, Separations and Exit Process

Policy Statement:

- I. Employees who separate from employment with Valencia College (“College”) or transition to a new position within the College may be required to execute a series of actions to ensure all aspects of the separation or transition process are appropriately completed.
- II. The College President or designee(s) shall establish procedures, in accordance with applicable laws, rules, and College policies and procedures, to implement this policy.

Policy History:

Adopted 1-19-83; Amended 11-18-92; Amended 6-22-23; Amended 02-06-2025; Formerly 6Hx28: 07-31; Formerly Outprocessing of Employees

Related Documents/Policies:

College Policy 6Hx28: 3E-08 Disciplinary Action

College Policy 6Hx28:3F-02 Terminal Pay for Full Time Employees

College Policy 6Hx28: 3F-04 Reductions in Force or Consolidation or Reduction in Program –

Procedures:

The following procedures provide general information and specific responsibilities for a supervisor and their employee who is either separating from College employment or transitioning to a new College position:

I. Definitions:

A. "Separations" from employment include voluntary resignations, retirements, or separations initiated by the College. Separations initiated by the College are made by the respective department leadership in collaboration with Organizational Development and Human Resources (ODHR) and may occur for instances such as:

- 1 Disciplinary action resulting in dismissal from employment;
- 2 Position elimination;
- 3 Reductions in the workforce;
- 4 Abandonment of position; or
- 5 Other appropriate separation from the College.

For more information, see College Policies 6Hx28: 3E-08 Disciplinary Actions; 6Hx28: 3F-04 Reductions in Force or Consolidation or Reduction in Program – Continuing Contract Instructional Personnel; and 6Hx28: 3F-05.2 Abandonment of Position.

B. "Transitions" to a new position at the College include:

- 1 Transition from a full-time position to another full-time position;
- 2 Transition from full-time to part-time employment;
- 3 Transition from part-time to full-time employment; and
- 4 Transition from part-time to another part-time position.

II. Employee and Supervisor Responsibilities for Separations from Employment

Note: For employee position transitions, some of the actions in this section may be applicable (dependent upon the type of position transition). For questions or guidance on needed actions for specific types of position transitions, contact ODHR at HR4U@valenciacollege.edu or 407-582-4748 (HR4U).

A. Employee Responsibilities

1 Resignations

- a To allow for the timely closure of appropriate College accounts and for the College to maintain appropriate business continuity, an employee resigning from the College or transitioning to another position, should submit in writing a written notice of resignation with a last work date of employment to their supervisor at least two (2) weeks in advance of their intended separation date or as soon as possible. The designated last work date from the position and/or College should be discussed, finalized, and documented between the employee and their respective supervisor.
- b A full-time employee may not use accrued and available vacation, personal, or sick leave to extend their employment end date except as permitted by law, regulation, or applicable College policies.

2 Exit Process: A separating employee is responsible for complying with the College's established exit process. Due to unique circumstances of each position, the exit process may vary based on the employee's position. ODHR may contact the separating employee to discuss information on their specific exit process, but the separating employee is ultimately responsible for discussing the exit process with their supervisor and/or ODHR.

- a Return of College Property: No later than the last work date of employment or at a pre-determined date and time in the cases of an involuntary separation, a separating employee is required to return all College issued property to their supervisor, including but not limited to: employee identification badge, parking permit (e.g., hanging decal), keys, tools, technology (e.g., laptops, monitors, iPads, printers, etc.), PCard (as applicable), library materials, uniforms, and any other College property in the employee's possession or

control. After the last work date of employment for the separating employee, the employee is no longer authorized to access or use College email accounts, computer/systems/networks, phone extensions, and voicemail, and access to such resources will be disabled.

- i A separating employee may be liable to reimburse the College for applicable items including, but not limited to any: overpayments, travel advancements, loss of any College property, other appropriate program benefit received where the employee does not meet the future service timeframe in accordance with expectations outlined in the specific program or other applicable reimbursement.
 - ii Any delays in the return of College property and completion of the checkout process for a full-time employee may delay the processing of terminal pay, if any, in accordance with College Policy 6Hx28: 3F-02 Terminal Pay for Full Time Employees.
- b Finalizing Pending Position Responsibilities: The separating employee should discuss with their supervisor the completion of any outstanding job responsibilities before the employee departs from their current employment.
 - i If the employee is also a supervisor, they should whenever possible, document their subordinate employees' performance feedback and provide this information to ODHR/Employee Development prior to the supervisor's separation or transition date.
 - ii If the employee is a faculty member or instructor, they must provide to their respective Dean or supervisor prior to the separation or position transition date, whenever possible and as appropriate, the following:

01 current syllabi;

- 02 all grade records, including missing grades and anything used by the faculty member or instructor to determine final grades (e.g., quizzes, tests, rubrics, assignments);
 - 03 attendance and last date of attendance records;
 - 04 any other appropriate student record(s) that has a record retention requirement standard;
 - 05 any other outstanding course responsibilities; and
 - 06 any other outstanding duties outside of instructional responsibilities.
- c Validating Personal Contact Information: Prior to the last date of employment, a separating employee should review and/or update their personal mailing address (designated as HR/Payroll/VE in the College’s employee portal), phone number(s), and personal email address in the College’s employee portal for accuracy and update accordingly to ensure receipt of any future mailings or communications from the College.
- d External Communications: A separating employee is responsible for contacting external companies (e.g., professional memberships, retirement accounts, etc.) for the transfer of College addresses/phone numbers to personal address(es) and contact phone number(s). The College will not be responsible for managing or forwarding correspondence from external entities for an employee who has separated employment from the College.
- e Out-of-Office Message: On the last date of employment, a separating employee should set up a standard Out-of-Office email message with no end date set. The message should include a designated contact number and email address approved by the separating employee’s supervisor. In some circumstances, the supervisor or designee may coordinate the Out-of-Office message.

- 3 Employee Questions: A separating employee is encouraged to contact ODHR (HR4U@valenciacollege.edu or call 407-582-4748) with questions relating to final pay, benefits and retirement, validating and/or updating their personal mailing address or other contact information, and/or any other employment related questions.
- 4 Exit Interview: An employee voluntarily separating from employment shall have an opportunity to participate in an exit interview/feedback opportunity provided by ODHR to share their overall working experience at the College. Information received will be reviewed and shared, as appropriate, with College leadership in an effort to improve employee experience and/or the operation of the College.
 - a Any allegations of inappropriate behavior or violations of College policy disclosed by the separating employee shall be evaluated and may be subject to follow up and appropriate action in accordance with applicable College policies.

B. Supervisor Responsibilities

- 1 Resignations of Executive, Administrative, or Instructional Employees on an Employment Contract: Upon receipt of a written resignation from an employee on an employment contract and prior to the written acceptance of the resignation, the respective supervisor should discuss the appropriate next steps and/or timeline with a representative from Organizational Development and Human Resources (ODHR) at HR4U@valenciacollege.edu or call 407-582-4748 (HR4U). The designated last work date from the position and/or College should be discussed, finalized, and documented between the employee and their respective supervisor.
- 2 All Other Resignation Notices: Upon the receipt of a written resignation, the respective supervisor should discuss with the employee the designated last work date from the position. Once finalized, the supervisor should provide to the separating employee a written acceptance of the employee's resignation notice.
 - a A full-time employee may not use accrued and available vacation, personal, or sick leave to extend their employment end date except as permitted by law, regulation, or applicable College policies.

- b A copy of the resignation notice, acknowledged and accepted by the supervisor, should be forwarded by the supervisor or designee to ODHR at HR4U@valenciacollege.edu for placement in the employee's personnel file.
- c A supervisor who receives a verbal resignation (with no follow up in writing from the separating employee) may consult with ODHR prior to sending an email summary of the resignation conversation and acceptance to ODHR for placement in the employee's personnel file.

3 Employee Separation Form (ESF):

- a The supervisor is responsible for ensuring an ESF is completed and submitted immediately after being made aware of an upcoming employee separation. The separating employee's last date of work will also be the separation date from the College. The ESF is located in the College's employee portal. For assistance with the ESF or resignation documentation, supervisors should contact a representative from ODHR.
- b Before the supervisor submits an ESF, the supervisor should confirm with the separating employee if the employee is actively employed in any other College position/capacity.
- c An ESF should NOT be submitted if an employee is transitioning from a full-time position at the College to another full-time or part-time position at the College. In these circumstances, the supervisor must email the resignation notice to ODHR at HR4U@valenciacollege.edu for placement in the separating employee's personnel file and an ODHR representative will provide additional information to support this employment transition.
- d The ESF may trigger the termination of access to such technology systems as Banner, shared drives, and email if the employee does not have another current position at the College.

4 Full-Time Employee Checkout Process: The full-time employee checkout process is a standard set of exit tasks recorded on a

checkout form. Following the receipt of all returned College property, the supervisor or designee must complete the checkout form (provided by ODHR) in a timely manner for an employee leaving full-time employment at the College. Any delays in the completion of the checkout process may delay:

- a the processing of terminal pay, if any, in accordance with College Policy 6Hx28: 3F-02 Terminal Pay for Full Time Employees; and
 - b final salary certification to the Florida Retirement System (FRS) if the employee is retiring from the FRS.
- 5 Return of Electronic Devices and College Property: The supervisor is responsible for ensuring that a separating employee returns all College issued property, including but not limited to, electronic devices (e.g., laptops, monitors, etc.) as these items are the property of the College and may be repurposed. For questions regarding procedures for the return of electronic devices, please contact the Office of Information Technology (OIT) at OITservicedesk@valenciacollege.edu or 407-582-5555.
- 6 Technology Resource Access:
- a The supervisor or designee will ensure that on the separating employee's last work date or earlier as appropriate, the separating employee's access is disabled from physical campus locations, department technology systems, and/or other technology services that contain or handle data that is considered confidential, private, or property of the College.
 - b In situations where an employee is not leaving College employment and transitioning to another College position, the supervisor is responsible for coordinating the timely removal of any other technology related department and service access that may include but is not limited to the removal of any permissions granted through the Banner & Network Access Request in the College employee portal, any department specific web-based software, and/or other technology access that is not managed or maintained by the OIT department.
 - c OIT is responsible for removing any employee Information Systems and Technology Resources access (e.g., College email, Banner, College employee portal,

network storage, computer login, Canvas, etc.) that is managed by OIT. This process is initiated by the submission of the ESF.

- d If there is a need to disable a separating employee's technology access prior to their last work date, the supervisor may request earlier action to disable such access by coordinating with a representative from ODHR.
- 7 Payroll: The supervisor is responsible for working with a representative from Payroll Services to address any outstanding payroll related matters for the separating employee. This may include reconciling leave balances with timesheets, other related payroll issues, and/or helping to communicate with the separating employee of such outstanding payroll related matters.
- 8 Other Cancellations or Adjustments: The supervisor is responsible for ensuring the removal of the separating employee's name associated with College paid association memberships, any future conferences/trainings, and any other appropriate cancellations or adjustments related to the separation.
- 9 Pending Role Responsibilities: The supervisor is encouraged to collaborate with the separating employee to document outstanding tasks, current/pending projects and deadlines; share contact information for external partners; compile and share relevant records/emails; and any other operational responsibilities for continuity of applicable programs and services.
- 10 Position Replacement: The supervisor should assess department needs for the position replacement and collaborate with ODHR in accordance with College Policy 6Hx28: 3B-03 Recruitment, Selection, and Hiring of Employees, as applicable.

Procedure History:

Adopted 1-19-83; Amended 11-18-92; Amended 6-22-23; Amended 9-14-23; Amended 2-06-25; Formerly 6Hx28:07-31; Combines/repeals: 6Hx28: 3F-05.1

Related Procedures: None

Date of Last Procedure Review: 02-06-2025