



## Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
HR-1.4.03	Resignation/Termination of Classified Employees	07/01/07	

### 1.0 Purpose

To prescribe a procedures for the resignation and termination of classified employees.

All Department Heads, Division Chairs, and/or Supervisors are required to complete the forms itemized in this procedure and transmit them to the Human Resources Department upon termination of a classified employee.

### 2.0 Procedure

#### Personnel Action Form (PAF)

#### Separation from Employment Form

Action

- 2.1 Both these forms must be completed for employees who terminate from the BC payroll for any reason. The reason for termination must be entered on the form and the PAF must be forwarded to the Human Resources Department prior to the PAF effective date for the last pay period the employee works.
- 2.2 Supervisory personnel should discuss the following information with the employee during the termination interview:
  - 2.2.1 Number of hours worked, vacation time, and any other time that might be used in computing the total amount of the employee’s final paycheck. The official date of termination will be the last date worked unless the employee is on approved leave.
  - 2.2.2 Time and place to receive any paychecks due. Employees who have any accrued vacation leave will receive two paychecks after the last day worked – one for all hours worked in the final pay period and the other check for accrued vacation leave generated on the next regularly scheduled payroll. **NOTE:** If the termination PAF is submitted as outlined above, the last check for hours worked will be sent to the Human Resources Department. The check for any accrued leave will be available on the



next payday after the last check for hours worked. This check will be mailed to an address specified by the employee.

- 2.2.3** Discuss the reasons for the employee's resignation or termination.
- 2.2.4** Obtain any College property back from the employee (i.e.: keys to office, classroom, or building, laptop computer, etc).
- 2.2.5** Advise the employee to contact the Human Resources Department if the individual desires to discuss any other aspects of employment at Bainbridge College.

**3.0** Supervisors should carefully complete section two of the Separation from Employment form and forward to the Human Resources Department after all items have been cleared. All BC property must be returned or paid for before a final paycheck will be released to the employee. **NOTE:** Before a final paycheck will be released to the employee, the Separation from Employment form must be completed and received in the Human Resources office. The final paycheck will be mailed to the address specified by the employee.

**4.0** The Separation from Employment form should be forwarded to the Human Resources Department upon completion; the signature of the employee and the supervisor is required.

### **5.0 Application for Return of Teachers Retirement Contributions**

Terminated employees who participated in the Teachers Retirement plan should be directed to the Human Resources Department on or before their last day of employment if they wish to apply for a return of their Teachers Retirement Contributions (Form TRS 13). If the employee has been a member of the Teachers Retirement System of Georgia, and is not being re-employed at another unit of the University System of Georgia, all contributions and earned interest may be withdrawn by the submission of this form. **NOTE:** The return of an employee's Teachers Retirement contributions could be delayed if the termination PAF is not submitted to Human Resources in accordance with the above. The form TRS 13 cannot be forwarded to the Teachers Retirement Office in Atlanta until a computer report for the employee is received that is generated by the termination PAF.