



Committee Meeting: Policy Committee	Date: June 9, 2017
Committee Chair: Kathleen Masiello	
New or Edited: Edited ECC Offboarding Policy and Checklist	

POLICY NAME: SUNY Erie Employee Separation Policy

POLICY TYPE: Managerial

SUBMITTED BY: Maria Carroll, Assistant Director of Human Resources

ISSUE OR STATEMENT OF PURPOSE: There is a need for a procedure surrounding the separation of SUNY Erie employees, particularly with an eye on collecting keys and College equipment, as well as providing an avenue for exit interviews. This was implemented in 2015-2016.

PURPOSE: SUNY Erie Community College would like to ensure that the separation process for separating employees is handled in an organized and consistent manner. The process described in this policy will help to facilitate a smooth transition for employees separating from SUNY Erie.

APPLICABILITY OF THE POLICY AND PROCEDURE: This policy applies to all employees that voluntarily separate from employment at SUNY Erie.

PROCEDURES AND RESPONSIBILITIES: The following checklist must be completed by the departing employee in order to officially exit from SUNY Erie Community College.

- Employees must complete SUNY Erie Community College's exit survey. This survey can be accessed at the following link: <http://studentvoice.com/ecc/eccexitsurvey>.
- Employees may request an in-person exit interview by contacting the Human Resource (HR) Department at 716-851-1840.
- Employees must return all SUNY Erie property in their possession to HR prior to their last day of work, which includes your SUNY Erie ID card. A receipt for their return will be provided to you.

Appointments are strongly recommended. To schedule an appointment, please contact HR at (716) 851-1840.

Employees must turn in the following items to the Human Resources department located in South Campus Building 1:

- All keys for all College facilities.
- All electronic equipment that is the property of SUNY Erie Community College (i.e. laptop, tablet, cell phone, projector, etc.).



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- Identification badge(s).
- SUNY Erie Community College credit cards or travel cards.
- Parking permit (if applicable).
- All tools, equipment, and uniforms (if applicable).
- Department property (e.g. textbooks).
- Any other property of Erie Community College.

These items may not be left with your department/coworkers when you depart, they must be returned to HR so they can be properly inventoried and re-issued.

- If an employee plans to continue employment with SUNY Erie on a part time basis after his/her separation, the Department Chair or supervisor must notify the Human Resources Department of this immediately to ensure the separating employee remains active in the Colleague system.
- Employees must remove their personal property from SUNY Erie Community College facilities including lockers and office space. SUNY Erie is not responsible for lost, stolen, or discarded personal property left by a separating employee after their last day of work.

CORRECTIVE ACTION PLAN RECOMMENDATION (if any): N/A

NEW OR EDITED POLICY: Edited. Formerly ECC Offboarding Policy and Checklist.

DOES IT SUPERCEDE A POLICY/WHICH ONE: No

POLICY COMMITTEE RECOMMENDED ACTION:

The Policy Committee recommends the Board of Trustees accepts the Managerial policy under the Report of the Chair, Ad Hoc Committee Reports, and Policy Committee. This Policy supersedes all prior policies/procedures and practices related to Employee Separation Policy.

POLICY COMMITTEE MEMBERS PRESENT:

Kathleen Masiello-Trustee, Susan Swarts-Trustee, Michael Pietkiewicz-Senior Vice President of Operations, Tracey Cleveland-Director of Human Resources, Vice President of Enrollment Management Erik D'Aquino, Assistant Vice President of College Safety and Security Tracy Gast, Assistant Director of Human Resources Maria Carroll.

DATE OF BOARD ACCEPTANCE: June 29, 2017



POLICY NAME: SUNY Erie Employee Separation Policy **continued**

POLICY COMMITTEE TEAM FOLLOW-UP:

Following Trustee acceptance, this Managerial policy will be included in the Erie Community College Managerial Policy Manual. Distribution of policy to ECC employees and students.

INFORMATION/INPUT CONSIDERED DURING POLICY COMMITTEE DELIBERATIONS:

The previous ECC Offboarding Policy and Checklist was reviewed and considered. The Policy has been reviewed and discussed at the Policy Committee meeting of April 10, 2017 and June 9, 2017.



**Exhibit A
ECC Separation Checklist**

INSTRUCTIONS: *This checklist must be completed by a Human Resources representative for all employees that depart employment by Erie Community College.*

Employee Name: _____ Employee Classification: FT/RPT/PT

Union: _____ Department/Campus: _____

HR Meeting and Exit Survey: Employees are responsible for completing the ECC's online exit survey. They may schedule an in-person exit interview if preferred. Please initial the following once you have confirmation that the employee has met this requirement.

_____ Employee has completed ECC's exit survey.

_____ Employee has met with a representative from Human Resources regarding his/her departure from employment.

ECC Property: Employees must turn in the following items to the Human Resources department. When an employee returns the items listed below, please initial that they have been received, and follow the instructions listed (if applicable) to ensure that the materials are returned to the correct party.

ECC Property Item	Date Received	Initial once Received	Instructions for HR	Initial when Complete
All keys for College facilities (list key #'s)			Hand-deliver to South Security	
All electronic equipment that is the property of ECC (i.e. laptop, iPad, cell phone) List:			Submit Helpdesk Ticket	
Identification Badge(s)			Hand-deliver to South Security	
ECC Credit Cards or Travel Cards			Return to Business Office	
Parking Permit (if applicable)				
All tools, equipment, and uniform(s) (if applicable) <i>Security personnel must surrender all firearms to the Head of Security</i>			Notify appropriate department (if applicable)	N/A
All other ECC property Please specify property item(s):			Please return property item to correct department (if applicable)	

_____ HR has provided employee with receipt of returned items.

Employee Signature _____

Date: _____

Name of Employee Collecting Property/Completing form: (print) _____