EvCC3077P: EMPLOYMENT SEPARATION PROCEDURE
Original Date: October 2013
Procedure Contact: Vice President of Administrative Services

PURPOSE
Everett Community College believes that all employees should be treated fairly in all aspects of their employment, and as they end their employment at the College. The procedure below explains the steps Everett Community College will typically take to treat employees fairly and ensure effective communication when a separation occurs.

In every case of separation, the College must respect the legal privacy rights of the individual employee and prioritize those rights over the College’s interest in understanding the rationale for the separation.

As the hiring authority, the President has discretion and reserves the right to alter the steps in the process as needed for a particular situation.

INVoluntary SEPARATION (Full time employee, including Senior Associate Faculty)
Informing the employee
In the case of involuntary separation of a probationary or permanent employee, the following steps will typically occur:
1. Employee is informed of separation, including applicable HR benefits and payroll information.
2. IT access is terminated.
3. College property, including badge and keys, are collected.
4. At the discretion of the HR employee, the separating employee is offered one or more of the following options for collecting personal items:
   a. with no escort
   b. with HR escort
   c. with security escort
   d. after hours with security appointment

Informing the department
As soon as practicable after the employee is informed of the separation, the supervisor will meet with department employees to inform them of the separation.
1. A Human Resources employee may accompany the supervisor to facilitate effective communication.
2. The communication will not include any confidential personnel information.
3. The communication will explain next steps for handling email, notifying clients as needed, and distributing workload.
4. The communication will include a process for adjourning- an opportunity for the department to discuss the impacts of the separation.

Informing the campus
As soon as practicable after the department is informed of the separation, the vice president will send a blind copy (bcc) campus email regarding the assignment of work subsequent to the separation.
1. The purpose of the email is to inform the campus about the designated contacts taking over for the separated employee.
2. The email will not include any confidential personnel information.

Voluntary SEPARATION (Full time employee, including Senior Associate Faculty)
Informing the college
In the case of voluntary separation of an employee, the following steps will typically occur:
1. The employee sends a resignation letter or email to the President, with copies to the supervisor and Human Resources. The letter must include an anticipated separation date. Typically, this letter outlines the reasons for the resignation.
2. The employee contacts Human Resources for information about applicable HR benefits and payroll information.
3. At the end of the day on the separation date IT access is terminated and college property, including badge and keys, are turned in to the security office.
4. The employee collects personal items and leaves information for the department about on-going projects.

**Informing the department**
To meet the business needs of the department and typically in coordination with the separating employee, the supervisor will meet with department employees to inform them of the separation.
1. The communication will not include any confidential personnel information.
2. The communication will explain next steps for handling email, notifying clients as needed, and distributing workload.
3. The communication will include a process for adjourning - an opportunity for the department to discuss the impacts of the separation and, if desired, a celebration of the employee’s transition.

**Informing the campus**
As soon as practicable after the department is informed of the separation, the vice president will send a blind copy (bcc) campus email regarding the assignment of work subsequent to the separation.
1. The purpose of the email is to inform the campus about the designated contacts taking over for the separated employee.
2. The email will not include any confidential personnel information.

**RELEVANT LAWS AND OTHER RELATED INFORMATION**

WAC 162-16-250
RCW 42.52

**REVISION HISTORY**
Original Date: October 2013

**APPROVED BY**
VP Staff