

Policy No. 3-46**Subject: Resignation and Retirement of Employees**

Last Revised: 05/24/2023

Historical Status: New

Division	Policy Manager	Administrative Supervisor	Reference
Human Resources	College President	Director of Human Resources	VCCS Policy Sections 3.8.13 and 3.8.14, DHRM Policy 1.70

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to support the decision by an employee to resign or retire from VHCC by providing relevant information and technical assistance to the individual and to process an employee's separation from the institution in the best interests of VHCC.

II. PERTINENT INFORMATION

- A. Virginia Department of Human Resource Management (DHRM) and the Virginia Community College System (VCCS) policies govern the terms and conditions of an employee's separation from VHCC; this policy provides additional institutional procedures and practices by which DHRM and VCCS rules are applied.
- B. The procedures and practices in this policy establish a consistent experience for employees who resign or retire from VHCC and outlines administrative considerations to facilitate an employee's decision to separate from the institution in a manner that best serves VHCC.

III. DEFINITIONS

- A. Resignation: an employee's voluntary separation from the institution with no declared intention to access retirement benefits.
- B. Retirement: an employee's voluntary separation from the institution with a declared intention to access retirement benefits.

IV. GENERAL GUIDELINES

- A. Employees who intend to resign or retire should provide reasonable notice in advance and in writing, via letter or email to VHCC. A notice of two working weeks or ten business days is preferred for non-teaching employees; a notice of two working weeks or ten business days before the end of contract period for teaching faculty is preferred.

- B. Upon receipt of an employee's notice to resign or retire, the supervisor or administrator should consult with Human Resources (HR) to develop a plan related the employee's departure, including scheduling, financial implications, and business continuity.
- C. Where applicable, receipt of an employee's notice to resign or retire may prompt the public search for a replacement employee.
- D. The final terms and conditions of an employee's resignation or retirement from VHCC, including last day of work (not later the employee's intended last day), assignments, use or payout of accrued leave, and surrender or termination of VHCC resources shall be determined by VHCC and communicated to the employee.
- E. Employees who resign or retire from VHCC are expected to be at work through their last day of employment, unless otherwise directed by HR.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Director of Human Resources the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. Virginia DHRM Policy 1.70
- B. VCCS Policy 3.8.13
- C. VCCS Policy 3.8.14

VII. OPERATING REQUIREMENTS

- A. Resignation (see DHRM 1.70)
 - 1. Notice
 - a. An employee who chooses to resign from VHCC should provide reasonable notice in advance of their intended last day of work at VHCC.
 - b. Failure to provide reasonable notice to VHCC may be documented on the employee's termination report.
 - 2. Withdrawal of Resignation
 - a. An employee may request to withdraw their resignation within 30 calendar days of separation from VHCC. Such requests must be made in writing.
 - b. Requests to withdraw the resignation are approved or denied by the supervisory Vice President.
 - c. If a request to withdraw the resignation is denied by the Vice President, the employee may appeal to the President, and the President's decision is final.
- B. Retirement (see DHRM 1.70)
 - 1. Notice
 - a. An employee who chooses to retire from VHCC should provide reasonable notice in advance of their intended last day of work at VHCC.

- b. Failure to provide reasonable notice to VHCC may be documented on the employee's termination report.
- 2. Early Retirement
 - a. An employee may take early retirement if they:
 - i. Are least age 55; and
 - ii. Have at least 5 years of eligible (DHRM) service
- C. Alternative Assignment
 - 1. To facilitate the continuity of VHCC business, employees who notify VHCC of resignation or retirement may be given alternative assignments or job locations.
 - 2. Any alternative assignments must be in support of VHCC's mission and consistent with the employee's current work profile or job description.
- D. Disposition of Benefits
 - 1. Employees who resign or retire from VHCC shall receive accrued, applicable benefits in accordance with VCCS and DHRM policies.
 - 2. Leave Time
 - a. Employees who have notified VHCC of their intent to resign or retire will not be approved for more than 40 hours of annual leave before their last day of employment.
 - b. The College President may approve exceptions to the annual leave limit above (VII.D.2.a.) in exigent circumstances.
 - c. Employees who resign or retire from VHCC will be paid for eligible, outstanding leave balances in accordance with DHRM and VCCS policy after their resignation or retirement date.