



COLLEGE POLICY

PERSONNEL

E-20d

PROCEDURE

Exit Procedures

The Human Resources Office will provide exit procedures to employees and their supervisors who have submitted or received notification regarding their separation of employment with the College.

An exit interview is not required. However, if an individual would like an opportunity to have a conversation regarding their position before they leave they are welcome to make an appointment with Human Resources at a mutually agreeable time.

Related Policy: E-20

Admin Team Adopted: 10/21/22

Reviewed: 07/08/20, 08/10/21, 10/29/21, 12/10/21, 10/21/22

Next Review: TBD

Web link:

Tags: separation of employment

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Section E approved by Board of Governors
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