



REGULATIONS

REG No.: 848

EXIT PROCEDURE

I. PURPOSE

Describes the clearance procedure to be followed by full-time employees leaving the employ of the college.

II. BACKGROUND and/or LEGAL REFERENCE

No topic specifically addressing exit procedures was found in the *TACC Policy Reference Manual*. Locally, see *WCJC Staff Handbook* (1999), Section 41.1, Exit Procedure.

III. DEFINITIONS

- A. *Full-time employee*: an employee who normally works a minimum of 2080 hours per year or 40 hours per week.
- B. *Exit interview*: a scheduled consultation between the departing employee and the Director of Personnel to discuss benefits issues, clearance matters, and other areas of concern. The interview is held immediately prior to the employee's separation from the college.

IV. POLICY

- A. Full-time employees leaving the service of the college shall discharge all remaining obligations and responsibilities to the college to be considered as having terminated employment in good standing.
- B. At least three days prior to the employee's last day of work, he or she shall schedule an exit interview with the Director of Personnel to discuss any or all of the following:
 - 1. reasons for separation
 - 2. benefits of employment
 - 3. verification of final pay/reimbursements
 - 4. continuing health coverage
 - 5. interest in possible re-employment with the college
 - 6. return of all college property in the employee's possession
 - 7. completion of all employment obligations and responsibilities
 - 8. employee's suggestions and comments

(POLICY APPROVAL: 6-17-99, Board of Trustees)

V. PROCEDURES

- A. Clearance Record Form and Exit Interview Questionnaire (copies attached)
 - 1. The employee obtains a Clearance Record Form from the Personnel Office and submits the completed form to the Director of Personnel on the employee's last day of work.
 - 2. The employee completes an Exit Interview Questionnaire. This questionnaire is used

to systematically record employee feedback and does not become part of the employee's personnel file. The information is used to write a year-end summary report for President's Cabinet. Names of respondents are not included in the summary report.

B. Responsibility

1. The immediate supervisor insures that the employee returns all keys and other college property in the employee's possession or entrusted to the employee's care.
2. Before authorizing release of the final paycheck, the Director of Personnel verifies that the completed and signed Clearance Record Form has been received in the Personnel Office and that all required clearances have been satisfactorily completed.

CK/BAM/FRV
6-17-99

Reg 848

ATTACHMENTS:

Clearance Record Form
Exit Interview Questionnaire



Wharton County Junior College

Clearance Record Form

Personnel Office

Please visit with each department or person listed below so that each may verify that you have no obligation to the college in their area of responsibility. Bring the completed form to the Personnel Office on your last day of work. Your final paycheck will be released only after all obligations to the college have been met.

Clearing Authority	Date	Employee Cleared? (initial appropriate box)	
		Yes	No
Supervisor (time sheets, copy card, etc.)			
Library (materials returned, fines paid)			
Media (materials and equipment returned)			
Computer Services (log-ons, phone; equipment returned)			
Security (parking decals, keys)			
Business Office (tuition, travel advance, petty cash, etc.)			
Payroll & Benefits (retirement, insurance)			
Faculty only: Registrar (grades)			

Name:	SSN:
Department:	Date employment began:
Job title:	Last day of work:
Salary:	COBRA information received: • Yes • No
Reason for leaving:	
Permanent (or forwarding) address:	
Signature:	Date:



Wharton County Junior College

Exit Interview Questionnaire Personnel Office

As one who has worked at WCJC, you may be a valuable source of information about working conditions at the college. Please share with us your views on your employment by answering the following questions.

Was your decision to leave the college influenced by any of the following? Please indicate all that apply and rank their importance (1, 2, 3, etc.), with 1 being the most important.	
_____ Continue my education	_____ Dissatisfied with type of work
_____ Move from area	_____ Dissatisfied with working conditions
_____ Family circumstances	_____ Dissatisfied with supervision received
_____ Secured a better job	_____ Dissatisfied with fringe benefits
_____ Retirement	_____ Dissatisfied with . . . (please specify):
_____ Other (please specify):	
COMMENTS:	

What is your evaluation of the following?	Excellent	Good	Fair	Poor
Your salary				
Retirement plan				
Fringe-benefits package				
Performance appraisal system				
Physical working conditions				
Opportunity for advancement				
Communication from/to management				
Supervision provided				
COMMENTS:				

How do you rate the following in your department?	Excellent	Good	Fair	Poor
Cooperation with other departments				
Cooperation within your department				
Adequacy of training in-house job training				
Orientation to your job				
Orientation to the college				
Overall workload				
Communication within your department				
Communication with other departments				
COMMENTS:				

How do you rate your supervisor on the following?	Excellent	Good	Fair	Poor
Gives fair and equal treatment				
Gives positive feedback and recognition				
Resolves complaints and grievances				
Welcomes suggestions				
Develops cooperation				
Gives clear instructions				
Knows accomplishments of staff				
Applies policies consistently				
COMMENTS:				

Did you experience any negative treatment at WCJC because of your gender, race, or age?
 • Yes • No

If yes, please explain:

If you are going to a new job, what makes your new job more attractive to you than your job at WCJC?

Would you recommend WCJC to friends as a good place to work? Why or why not?

Would you like to add any other comments?

Employee signature:	Date:
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