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|  Wharton County Junior College | | ADMINISTRATIVE PROCEDURE MANUAL | |
| WCJC Title: Exit Procedure for Full-Time Employees | | Section D: Personnel | Page(s): 2 |
| BASED ON BOARD OF TRUSTEES POLICY | | | |
| Policy Title: Employment Practices | | Policy: DC(Legal) | |
| Subtitle: None | | Date Adopted: 8-01-20 | |

Purpose

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

Procedure

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. An employee may request an exit interview by contacting Human Resources.

A. Return of College Property Form

1. The employee obtains a Return of College Property form from the WCJC Intranet (under College Forms).
2. The employee completes all remaining obligations and responsibilities to the college.
3. On their last day of employment, the employee returns all college property to their supervisor along with the signed Return of College Property form.
4. The supervisor submits the completed Return of College Property form to Human Resources with copies to the Director of Security and Public Safety and the Vice President of Administrative Services.

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.

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