
Chapter: Human Resources

Modification No. 002

Subject: **Resignation and Retirement**

- I. It is the policy of the Board of Trustees that any employee who resigns will be regarded as separated from employment with the College by choice. Any faculty, staff or administrative employee who desires to voluntarily terminate College employment with the status of resignation in good standing must comply with resignation procedures established by the President.
- II. The President is authorized to establish procedures to implement this policy.

Board Approval: September 21, 1987; May 15, 2017.

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I. Resignation

A. Faculty and Administrators

1. Resignation in Good Standing

- a. A faculty member or administrator who wishes to resign in good standing shall give written notice to their immediate supervisor.
- b. A faculty member or administrator shall provide at least sixty calendar (60) days written notice to their immediate supervisor.
- c. Resignations by mutual agreement between the supervisor and the employee may not be subject to sixty calendar (60) days written notice.

2. Resignation Not in Good Standing

- a. A faculty member or administrator who does not submit their resignation in compliance with the above noted procedure (or whose resignation is not approved in good standing by the Chief Human Resources Officer and/or President) shall be considered as having resigned not in good standing.
- b. A faculty member or administrator who resigns not in good standing will not be eligible for rehire unless an exception (based on all of the facts and circumstances associated with the resignation) is approved by the Chief Human Resources Officer upon recommendation of the hiring manager.

B. Staff Employees

1. Resignation in Good Standing

- a. A staff employee who wishes to resign in good standing shall give written notice to their immediate supervisor.
- b. A staff employee shall provide written notice at least two weeks prior to the employee's last duty day.
- c. The Chief Human Resources Officer may agree to a shorter period of time in unusual circumstances.

2. Resignation Not in Good Standing

- a. A staff employee who does not submit their resignation in compliance with the provisions above shall be considered as having resigned not in good standing.

- b. An employee who is absent from work for a period of three days or more without notifying their immediate supervisor, Chief Human Resources Officer, or other appropriate officials of the reasons for his or her absence shall be considered as having abandoned their position, resigned without notice and not in good standing. However, this decision may be reversed should the Chief Human Resources Officer determine that the failure to contact the appropriate official was caused by circumstances that were unavoidable.
- c. The criteria in the paragraph above shall also apply when an employee fails to return to work within three days of the expiration of authorized leave.
- d. A staff member who resigns not in good standing will not be eligible for rehire unless an exception (based on all of the facts and circumstances associated with the resignation) is approved by the Chief Human Resources Officer upon recommendation of the hiring manager.

C. Resignation Procedures

- 1. Employees should submit their resignation to their immediate supervisor. All resignation notices should include the date the resignation is submitted, the expected date of the resignation, and the reason the employee is resigning.
- 2. Upon receipt of the resignation, the supervisor will promptly notify the Office of Human Resources and Strategic Talent Management (HRSTM).
- 3. The Chief Human Resources Officer will arrange an exit interview with all staff employees, and in some cases faculty members, at the appropriate campuses.
- 4. The employee is sent a termination checklist document which must be cleared by the appropriate supervisor or administrator in the departments indicated on the checklist document. The checklist document must be returned to HRSTM on or before the last day of employment.
- 5. The completed termination checklist document shall be forwarded to the Payroll Office by HRSTM as authorization to release any due compensation. Compensation will only be released after the employee has completed and submitted the termination checklist.
- 6. The submitted checklist document shall be retained in the employee's record. The completed exit interview document shall be retained in a separate confidential file.

D. Request for Review of "Resignation Not in Good Standing" Status

Any employee or faculty member whose resignation has not been accepted in

good standing may request an appeal before the President (for administrators) or the appropriate Senior Vice President for all other employees. The request for appeal must be submitted within five (5) working days of receipt of notification of a determination that his or her resignation is not in good standing, and it shall contain supporting written documentation justifying why the individual believes their resignation should have been accepted in good standing. Determinations not appealed within five (5) working days shall become final.

II. Reemployment Status

The employing supervisor shall indicate their recommendation concerning possible future eligibility for reemployment of a resigning employee in a memorandum accompanying the resignation notice. If the appropriate official indicates disapproval of future eligibility for reemployment, the reason for the disapproval must be indicated and is subject to review and approval by the Chief Human Resources Officer (for staff employees), the President, or designee, for administrators and the appropriate Senior Vice President for faculty. In matters concerning staff employees, differences between the appropriate official and Chief Human Resources Officer which cannot be otherwise resolved shall be submitted to the Senior Vice President for Administrative and Fiscal Services whose decision shall be final.

III. Retirement Procedures

- A. Faculty, staff, and administrators who retire shall follow the same procedure as that established for resignations as outlined above.
- B. Retirement is defined as commencement of pension/annuity benefits from a Maryland State Retirement System Plan or a State Optional Retirement Plan immediately upon termination from the College. Participants of a State Optional Retirement Plan must meet the same age and/or service retirement eligibility requirements as required of the State Pension System to be considered eligible for retirement from the College.

Administrative Approval: September 21, 1987; September 27, 1990; January 26, 1993; March 23, 2004 (editorial); April 28, 2014 (administrative corrections only); May 31, 2017.