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**Revision Responsibility:** Director of Human Resources  
**Responsible Executive Officer:** President

**Source/Reference:** [TBR Policy 5:01:00:00](#)  
[TBR Policy 5:01:03:00](#)  
[TBR Guideline P-010](#)  
[TBR Guideline P-160](#)  
[Tennessee Consolidated Retirement System \(TCRS\)](#)  
[Optional Retirement Program \(ORP\)](#)

## **PURPOSE**

To define processes for separation from employment that minimizes disruption of employee benefits and maximizes continuity of College staffing and services.

## **POLICY**

### **I. General**

Columbia State will adhere to all TBR policies and guidelines concerning personnel issues, including [TBR General Personnel Policy 5:01:00:00](#) and [TBR Guideline P-010](#), which are incorporated into this policy by reference herein.

[TBR Policy 5:01:00:00 General Personnel Policy](#)  
[TBR Guideline P-010 Personnel Transaction and Recommended Forms](#)

### **II. Advance Notice of Retirement or Resignation**

In order to maximize continuity of College services to students and other customers, employees are expected to provide advance written notice of retirement or resignation as follows:

1. Faculty – minimum of one full semester
2. Professional Staff – minimum of thirty calendar days
3. Clerical and Support Staff – minimum of fourteen calendar days

### **III. Return of College Property**

Employees separating from College employment for any reason must return all College keys, College employee identification, and other College property in their possession on or before their last day of work.



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## PROCEDURES

### I. Resignation and Retirement

- A. Each terminating or retiring employee should submit a resignation in the form of a letter addressed to the President of the College, his/her supervisor, and the Human Resources Office.
- B. When it is determined that an employee is terminating employment due to retirement or resignation, the Department for which the employee works is responsible for contacting the Human Resources Office with the name of the employee, date of termination, and last day worked or to be worked.
- C. The President of the College will notify the employee in the form of an acknowledgement letter that the resignation or retirement is accepted or rejected.
- D. The employee must complete a [Campus Separation & Clearance Form](#) from the “Human Resources Forms” section on myChargerNet and schedule the opportunity to participate in an Exit Interview with the Human Resources Office on or before their last day of work.
- E. The Human Resources Office will explain the impact of separation or retirement on employee benefits, leave balances, etc.

### II. Service Retirement

- A. [Tennessee Consolidated Retirement System](#) (TCRS) and [Optional Retirement Program](#) (ORP) participants should contact the Human Resources Office at least three months prior to planned retirement to obtain specific information concerning retirement procedures. The TCRS retirement application should be completed online at the [TCRS website](#) 60 to 90 days prior to retirement.

Information regarding eligibility for continuation of insurance for both TCRS and ORP retirees at retirement is available at the [Partners for Health Continuing Insurance at Retirement webpage](#). Human Resources will provide the form to be completed for continuation of insurance. Additional retirement information may be found at the TCRS and/or ORP websites.

- B. The employee should initiate contact with the [Social Security Administration](#) at least six (6) months prior to planned retirement to determine the processes necessary to apply for and receive eligible benefits. Social Security Administration applications may be completed online on their website: [Social Security Administration Application](#).

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III. Disability Retirement

- A. The employee should contact the Human Resources Office when there is an indication of possible disability qualifying for disability retirement.
- B. The employee should follow steps A-I outlined above under “Resignation.”

IV. Involuntary Termination

- A. The Human Resources Office will discuss the impact of separation on employee fringe benefits, leave balances, etc., and provide the employee with a document detailing such.
- B. The individual conducting the termination session with the employee will collect all College keys, the College Identification Card, and any other related College property at that time.
- C. Should the employee receive notice of termination by certified mail, the Human Resources Office will request immediate return of College keys, College Identification Card, and all other related College property.

*Revised: January 30, 1992 and December 13, 1996 (policy 04-09); November 1, 1993 (policy 05-15); November 29, 2001 (former policy 04-09 revised and renumbered as policy 05-20 using new policy format); August 2, 2002 (combined policy 05-15 and policy 05-20 into one policy as policy 05-15); July 2011 (streamlined and repaired links to TBR; updated retirement notification timeframe; inserted process for resignation letters, removed reference to “paychecks,” renumbered for changes, changed “clearance” to “separation,” updated Social Security information & provided link to website; updated form Appendix A – Campus Separation form, deleted form Appendix B – Disposition of Payroll Check); September 23, 2011 (new policy format and updated titles); June 18, 2014 (updated policy and Appendix A; changed name of Appendix A to “Campus Separation and Clearance” form.); Revised August 2019; reviewed/accepted by Cabinet, approved and signed by the President, July 2022.*