

VIII. LEAVING EMPLOYMENT AT SIMPSON

Resignation/Termination

Since employment with the College is based on mutual consent, both the employees and the College have the right to terminate employment at will, with or without cause, at any time with or without prior warning or notice. Terminations are an inevitable part of personnel activity within any employer, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated.

Resignation: employment termination initiated by an employee who chooses to leave the College voluntarily.

Discharge: employment termination initiated by the College

Layoff: involuntary employment termination initiated by the College, usually for non-performance, non-disciplinary reasons.

Retirement: voluntary retirement from active employment status initiated by the employee.

When an employee has chosen to end the employment relationship through resignation or retirement, a two-week notice to their immediate supervisor, Department head, and the relevant Cabinet officer is required. The supervisor is responsible for immediately notifying the Director of Human Resources. At its sole discretion, the College may pay out the notice period in lieu of having the employee work the last two weeks. Employees shall be paid their accrued unused vacation time upon termination of employment, unless the employee quits without providing the required notice or is involuntarily terminated as a disciplinary action (not a performance reason), in which case such accrued unused vacation at the time of termination is forfeited. Failure to give notice may be entered on the employee's personnel record.

If a staff reduction is necessary, employees losing their employment via layoff may expect to receive written notice of not less than one month prior to the termination date. Upon receiving such notice, the employee is free both to seek and to accept other work immediately. If notice of staff reduction is not given, two weeks' pay will be granted in lieu of such notice.

Revised: November 1, 2024

Return Of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all property of the College that is in their possession or control in the event of termination of employment, resignation, or layoff, or immediately upon request.

As stated in earlier in this handbook, by using any electronic device to connect to or access the College's email server or access email server data, an employee gives the College the capability

and consent to remotely wipe the device, which will likely affect all other applications and data (including personal data) on the device as well. Upon termination of employment, employees may be given the opportunity to work directly with an IT designee to manually remove or to confirm removal of all College Data and any confidential, proprietary or trade secret information to which the employee had access and that may have been stored on or in a personal electronic device. This may help avoid a remote wipe of the employee's electronic device. Failure to cooperate will result in an automatic remote wipe of the device.

Exit Interview

In addition, the following procedures should be followed:

1) Responsibilities of the Director of Human Resources:

- a) The employee should schedule an exit interview with the Director of Human Resources. At that time, the employee should make arrangements with the Director regarding the manner in which the last paycheck should be issued. Before the final paycheck is released to the employee, approval must be received from the responsible Cabinet Officer.
- b) Arrangements to return SAC tags, parking permits, and ID cards should be made with the Director during the exit interview.
- c) If the employee has any College credit cards, then arrangements to return them should be made during the exit interview.
- d) Arrangements to return all building or office keys in the employee's possession need to be made during the exit interview. Keys need to be returned to Human Resources or the Building Advocate.
- e) Director of Human Resources should ascertain whether the terminating employee has: any outstanding or undocumented advances; an unpaid computer purchase plan; unpaid loan; or other unpaid miscellaneous accounts receivables and make arrangements for satisfaction and collection thereof through offset.

2) Responsibilities of Information Services:

In addition to the duties set forth above under "Return of Property," the employee's phone authorization code, e-mail account and computer password should be canceled.

Continuation of Health Coverage Under COBRA

If you are enrolled in a group benefit plan through your employment with the College and your employment is terminated for any reason other than gross misconduct, or your hours are reduced to the point in which you are ineligible to participate in the health plan, you may be able to continue coverage for a period of time at your cost as provided for in the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).

COBRA gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the College's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the College's group rates plus an administration fee. Upon the occurrence of a qualifying event, the College provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Company's health insurance plan. The notice contains important information about the employee's rights and obligations.

Retirement

Simpson College does not have a standard or expected retirement age. An employee who has reached the age, as defined by the Social Security Administration, at which an individual can begin to draw their retirement benefits, is nevertheless welcome to continue in employment as long as the employee's work performance remains satisfactory.

Retiring employees (and their spouses) who are:

- 1) enrolled and covered by the College's group health insurance plan at the time of retirement;
- 2) at least 55 years of age, but less than 65 years of age; and
- 3) retiring after 10 or more years of continuous full-time service, have the option to remain on the College's group health insurance plan until age 65. During this period, the retiree is required to pay 100% of the premium.