

SEPARATION OF EMPLOYMENT

Independence Community Colleges strives to ensure that situations when employees leave employment with ICC are handled in a professional and respectful manner with minimal disruption to the workplace.

Employment at Will

This is a reminder that as a general matter, employment with ICC is voluntary and subject to separation by the employee or the College for lawful reasons at any time, with or without cause, and with or without notice. Nothing in this policy, or other policies, shall be construed to modify in any way the employment-at-will status of ICC employees.

There are certain employees who have formal written employment contracts and tenured-faculty who may not be subject to at-will employment.

Voluntary Separation

Voluntary separation from employment can occur when an employee decides, for whatever reason(s), to leave employment with the College and indicates this intent, verbally or in writing, to the College. Employees can inform their manager and/or Human Resources of their intent to leave employment. The College asks employees deciding to leave the College to provide at least two (2) weeks of advance notice of their departure to help ensure as minimal disruption as possible. Situations where an employee abandons their job (i.e., has unapproved/unexcused absences) could also be considered voluntary separations.

Human Resources should be informed in advance of all separations from employment so they can coordinate the employee's departure from the College. This process typically includes returning all College property, reviewing post-separation benefits information, and an exit interview.

Involuntary Separation

Involuntary separation from employment typically occurs when the College makes the decision to end the employment relationship with an employee. This can occur for a number of reasons, including for job performance, misconduct, reorganization, and/or business reasons. The College takes all involuntary separation decisions seriously and they require the involvement of Human Resources before any decisions are made.

Death of an Employee

In some circumstances, a separation from employment can occur because of a death of an employment. Upon receiving information of the death, the employee's manager should immediately notify Human Resources so they can contact the employee's family to discuss pay and benefit issues.

Final Pay

An employee who separates from the College will receive their final pay check on the next regularly scheduled payroll date consistent with Kansas State law. To the extent permitted by law, adjustments may be made to the final check if the employee has any outstanding bills or other agreements with the College.

Health, Dental and Vision Insurance

Medical, dental, and vision insurance coverage terminates on the last day of the month in which the separation from employment occurs. Information about options to continue health coverage via COBRA is provided to the employee following separation and consistent with legal requirements.

Return of College Property

Employees must return all College property before leaving on their last day of employment with the College. This includes keys, laptops, identification cards, and any other College property. Failure to return College property may result in deductions from the employee's final paycheck.

Exit Interview

Human Resources will contact employees who voluntarily separate from the College to schedule an exit interview before the employee's last day of work. Data provided from exit interviews can be used to help solve problems, increase effectiveness, and improve employee relations.

Eligibility for Rehire

Employees who leave the College in good standing may be considered for rehire. Former employees must still follow the normal application and hiring processes and must meet all minimum qualifications and requirements of a position. Rehired employees will not retain previous status when calculating longevity, leave accruals, or any other benefits, unless required by law.

Effective Date: 03/01/2021