# POLICY Board of Trustees - Montgomery College **34005**

Chapter: Personnel Modification No. 001

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 or staff 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.

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Board Approval: September 21, 1987.

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I. Resignation

A. Faculty and Administrative Staff

1. Resignation in Good Standing

A faculty member or administrator shall not voluntarily terminate his or her employment except upon sixty (60) days written notice to the President (or designee) or by mutual agreement.

2. Resignation Not in Good Standing

A faculty member or administrator who does not submit his or her resignation in compliance with the above noted procedure (or whose resignation is not approved in good standing by the Vice President for Human Resources, Development, and Engagement and/or President) shall be considered as having resigned not in good standing.

B. Associate and Support Staff

1. Resignation in Good Standing

An associate or support staff employee who wishes to resign in good standing shall give, through his or her immediate supervisor, the Vice President for Human Resources, Development, and Engagement written notice, via the Notice of Termination from Staff Position Form, at least two weeks prior to his or her last duty day. The Vice President for Human Resources, Development, and Engagement may agree to a shorter period of time in unusual circumstances.

2. Resignation Not in Good Standing

a. An associate or support staff employee who does not submit his or her 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 his or her immediate supervisor, the Vice President for Human Resources, Development, and Engagement, or other appropriate officials of the reasons for his or her absence shall be considered as having abandoned his or her position, resigned without notice and not in good standing. However, this decision may be reversed by the Vice President for Human Resources, Development, and Engagement should he or she 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.

C. Resignation Procedures

1. A staff employee who is resigning shall submit his or her resignation by memo (for administrators) or on the appropriate form (for other staff), to either the President (for administrators) or to the Human Resources Office (for other staff employees). Faculty members shall submit a resignation by memo through normal administrative channels to the Vice President for Human Resources, Development, and Engagement. All resignation notices should include the date the resignation is submitted, the expected date of the resignation, and the reason the employee is resigning. After acceptance, resignations of administrative staff and faculty members are forwarded to the Human Resources Office.

2. The Vice President for Human Resources, Development, and Engagement will arrange for the scheduling of an exit interview with all staff employees, and in some cases faculty members, at the appropriate campuses. During the interview, an exit interview questionnaire is completed by the Vice President for Human Resources, Development, and Engagement or his or her designee.

3. The employee is sent a termination checklist which must be cleared by the appropriate supervisor or administrator in the departments indicated on the form. The form must be returned to the Human Resources Office on or before the last day of employment.

4. The completed termination checklist shall be copied and forwarded to the Payroll Office by the Human Resources Office as authorization to release the final pay check(s). Final checks will only be released after the employee has completed and returned the termination checklist.

5. The original checklist form shall be retained in the personnel file. The completed exit interview questionnaire form shall be retained in a separate confidential file.

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

Any regular employee or faculty member whose resignation has not been accepted in good standing may request an appeal thereon before the President (for administrators), the Senior Vice President for Administrative and Fiscal Services (for other staff), the Senior Vice President for Academic Affairs, or the Senior Vice President for Student Services, where appropriate. The request for appeal must be submitted within five 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 his or her resignation should have been accepted in good standing. Determinations not appealed within five working days shall become final.

II. Reemployment Status

The employing supervisor shall indicate his or her 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 Vice President for Human Resources, Development, and Engagement for associate and support staff employees and the President for administrators. In matters concerning associate and support staff employees, differences between the appropriate official and Vice President for Human Resources, Development, and Engagement 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 and staff personnel who retire shall follow the same procedure as that established for resignations.

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.

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