



## **Board Procedure 400.17: Resignations**

### **Personnel**

Non-exempt (hourly) employees are required to give two weeks of written notice prior to the last day to be worked. Exempt employees are required to give four weeks of written notice prior to the last day to be worked. Faculty employment provisions are identified in Iowa Code sections §§279.13 to 279.19 inclusive, and §279.27. Exceptions must be approved by the provost or vice-president and documented on the resignation form submitted by the employee.

Vacation, sick time, holiday or spring break cannot be used to fulfill the resignation notice. Only special circumstances with supervisory approval prior to the resignation being submitted permit vacation to be used during the resignation notice timeframe. Accrued, unused vacation (in the case of non-faculty) will be paid up to the maximum of 120 hours if the employee has met a minimum of two years of employment. Accrued, unused personal days (in the case of faculty) will be paid to the maximum of 32 hours. Sick days are not paid.

Employees terminating employment who have given proper notice will be scheduled for an exit interview with Human Resources prior to the final day worked. The purpose of the exit interview is to establish the reason for termination; obtain information and observations from the employee which might be helpful in formulating future policies; answer benefit questions; and make final pay arrangements.

The supervisor will complete and send the delete user form to the Information Technology department in advance of the termination date to remove the employee from relevant District computer systems. The supervisor is responsible for collecting any District property (e.g. keys, computers) in the resigning employee's possession. If applicable, the supervisor is responsible for ensuring removal of unit specific access and/or passwords in a timely manner.

### **Legal Reference**

Iowa Code §§279.13–279.19, §279.27

Related Administrative Rules and Regulations

None

Revision History

June 12, 2019; November 8, 2017; January 14, 2015; August 10, 2011; August 12, 2009

Formerly Board Procedure 427; Board Policy 406