

Number: HR-312

Policy Number (if applicable): N/A

Office of Primary Responsibility: Human Resources

Title of Procedure: Resignation Acceptance

Effective Date: April 26, 2022

Revised Date: April 26, 2022

Reviewed Date: April 26, 2022

Purpose

Formalize the process by which Hocking College immediately accepts an employee's resignation upon notice.

Process when an employee submits resignation to their manager (or Dean, Area VP, etc.)

When an employee submits a resignation to human resources or their manager, it is deemed accepted immediately. The following steps should occur:

Verbal Resignations

The manager will put in writing a statement with the following form,

“I, <employee name> resign from my position with Hocking College effective <date>, <employee signature>.”

The manager will immediately indicate acceptance by writing “Accepted, <date & time>, <supervisor signature>”

The manager will then email the signed resignation and acceptance to Human Resources (humanresources@hocking.edu), their supervisor, and the department's Vice President. The email should indicate that the resignation was submitted and accepted.

If employee refuses to put their resignation in writing, the manager will send an email to the employee, Human Resources (humanresources@hocking.edu), their supervisor, and the

department's Vice President indicating "The College accepts your verbal resignation at <date & time>, effective immediately."

Paper Resignations

The manager will ensure that the paper resignation is signed and includes proposed final date of employment.

The manager will immediately indicate acceptance by writing "Accepted, <date & time>, <supervisor signature>"

The manager will then email the signed resignation and acceptance to Human Resources (humanresources@hocking.edu), their supervisor, the department's Vice President. The email should indicate that the resignation was submitted and accepted.

Emailed Resignations

The manager will ensure that the resignation includes proposed final date of employment.

The manager will immediately indicate acceptance by replying "Your resignation has been accepted", cc'ing Human Resources (humanresources@hocking.edu), their supervisor, and the department's Vice President.

Process when Human Resources receives a resignation

When an employee submits a resignation to Human Resources, the following steps will occur:

Verbal Resignations

Human Resources will put in writing a statement with the following form,

"I, <employee name> resign from my position with Hocking College effective <date>, <employee signature>."

Human Resources will immediately indicate acceptance by writing "Accepted, <date & time>, <HR signature>"

Human Resources will then email the signed resignation and acceptance to the employee's supervisor and the department's Vice President. The email should indicate that the resignation was submitted and accepted.

If employee refuses to put their resignation in writing, the HR will send an email to the employee, the supervisor, and the department's Vice President indicating "The College accepts your verbal resignation at <date & time>, effective immediately."

Paper Resignations

Human Resources will ensure that the paper resignation is signed and includes proposed final date of employment.

Human Resources will immediately indicate acceptance by writing “Accepted, <date & time>, <HR signature>”

Human Resources will then email the signed resignation and acceptance the employee’s supervisor and the department’s Vice President. The email should indicate that the resignation was submitted and accepted.

Emailed Resignations

Human Resources will ensure that the resignation includes an effective date.

Human Resources will immediately indicate acceptance by replying “Your resignation has been accepted”, cc’ing the employee’s supervisor and the department’s Vice President.

Resignations received by Human Resources where acceptance is unclear

If Human Resources receives any resignations where it is unclear if a manager has accepted the resignation, Human Resources will immediately accept the resignation on behalf of the College to ensure that the resignation has been accepted.

Last date of employment

The College will review proposed final date of employment and HR will communicate to the supervisor and employee the actual final day.