



Procedures Manual

Number: HR - 314

Policy Number (if applicable):

Office of Primary Responsibility: Human Resources

Effective Date:

Review Date:

Title of Procedure: Off Boarding Process

Purpose: To formalize the process by which Hocking College Human Resources works with the supervisor to off board an employee

Definitions:

Procedures:

1. Human Resources is notified of the resignation/termination of an employee. The employee's personnel file is pulled for review.
2. Human Resources completes a Personnel Action Form (PAF) to reflect the termination of employment, which includes the listing of equipment, keys and accesses that would need to be addressed at the end of employment. This is to mirror the PAF used to hire the employee and any subsequent changes since the hire date. This is completed the same day notice is received by Human Resources.
3. Using the college ticketing system and email, a copy of this PAF (unsigned) is sent to the employee's supervisor, Hocking College Police Department, Payroll, Marketing, Human Resources, and IT. This is sent the same day the notice is received by Human Resources. For immediate termination, the CIO is called to remove accesses. This is completed the same day notice is received by Human Resources.
4. Using the college ticketing system, HR submits a ticket to facilities to advise of the termination of employment. This is completed the same day notice is received by Human Resources.
5. The locksmith is contacted to determine the keys assigned to the employee. This is completed the same day notice is received by Human Resources.
6. The PAF is taken for review by the Treasurer, Chief Financial Officer and the President. If agreed, each signs the form and makes any additions or changes as needed.
7. Using the original college tickets and email, a copy of the signed PAF is sent to the employee's supervisor, Hocking College Police Department, Payroll, Marketing, Human Resources, IT and Facilities.
8. Per the PAF, IT sets up an outgoing email and voicemail to address any communications that may be received after the employee is no longer employed.
9. Personnel file destruction date is determined and logged.

- 10.** Email sent to employee offering exit interview with Director of Human Resources. This is sent the same day the notice is received by Human Resources.
- 11.** For full-time employees, an email is sent to Miller Lewis for insurance coverage termination.
- 12.** On last day, employee returns all equipment, keys (confirmed with the list from the locksmith), staff ID, parking permit, social media account info, and any other college property to the Human Resources Department.
- 13.** On last day, employee removed the beneficiary spreadsheet.