

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**HUMAN RESOURCES**

**EMPLOYEE TERMINATION**

**POLICY 4133**  
**ADOPTED: 06/25/91**  
**AMENDED: 08/20/96**

All Administrative, Mid-Management, Classified, Police, Engineer, Part-time, and Full-time Faculty and Part-time employees must complete an established termination or non-continuing procedure to assure that all liabilities to the College have been met and that the employee has been informed of rights and benefits at termination of employment. The employee will be required to obtain clearance from the library, campus store, financial aid, business office, police department, inventory control, payroll and human resources to indicate that appropriate closure has been brought to each area. Supervisors have the responsibility to make sure that all college equipment, furniture or other articles owned by the college remain in the department. No final checks will be issued until the Employee Clearance form has been properly completed and approved by the Human Resources office. The Human Resources Department shall also advise terminated or non-continuing employees of their rights under COBRA and offer the opportunity for an exit interview. Deductions may be made from the employee's final paycheck for any college property not returned prior to completion of this process.