

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR P-311</b>
		<b>EMPLOYEE EXIT PROCESSING</b>
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<b>REPLACES:</b> <u>Legacy Personnel Guides:</u>	<b>CHANGES:</b> New	

## I. POLICY

It is the policy of the District to (1) ensure the return of all District/College property issued to an employee upon the employee's assignment termination and (2) to assess reasons why employees resign in an effort to improve organizational performance and employee retention. The senior staff at each location is responsible for establishing procedures to implement this policy.

## II. DEFINITION:

- **Departing Employee** is an employee of the District who is in the process of terminating his/her employment with the District. Such termination may be voluntary (resignation or retirement) or involuntary.
- **Exit Clearance** is the process of validating that the employee has no outstanding obligations upon his/her separation from the District.
- **Exit Interview** is an interview conducted with a departing employee just before the employee leaves employment. The primary purpose of an exit interview is to learn reasons for the employee's departure and based on the stated reasons, for an organization to assess and improve aspects of the working environment, i.e., organizational culture, business processes and systems, supervision and management, etc.

## III. REQUIREMENTS

- A. Clearance processing is a two-step process involving the return of all college/district property that has been checked out to the employee and identification of the reasons for the employee's departure within the framework of assessing the work environment.
- B. Unclassified employees (Student employees, Professional Experts, Community Services Teachers), Temporary Classified Employees, Contracted Employees, and Volunteers may or may not have been issued District/College property, i.e., keys, access cards, etc. Supervisors are responsible for determining if the individual was issued property. If yes, the clearance procedure should be implemented.
- C. **Clearance Processing (Mandatory)**
  1. Prior to the end of an employee's assignment at any location within the District, the departing employee is required to return all college/district property that has been checked out to him/her. In order to do so, each location is to develop a check-out and clearance procedure that facilitates the return of college/district property.

2. Clearance timelines are expected to vary according to the employee's termination date and assignment needs to retain certain materials until the final date of departure. For example,
  - Items such as keys, identification/parking cards, class rosters, laptops, and computer system access are often needed until the employee's actual departure date.
  - Items such as library books and audio-visual equipment are often able to be returned prior to departure.
3. The college will need to set up a method for each office indicated on the Employee Exit Process form to review their records for any outstanding employee obligations. If the employee has an outstanding obligation for lost keys, books, equipment etc., the employee must satisfy the obligation before the issuing office/department can sign-off on the form.
  - a. Cash obligations must be paid in the Business Office (employees assigned to a college) or Accounts Payable (employees assigned to District Office). Upon payment, a copy of the receipt that the obligation was paid must be provided to the office/department where the obligation was incurred.
  - b. Property must be returned directly to the issuing department. In the event an employee uses an alternate procedure specified above for the return, the employee should obtain a receipt identifying the item, the name of the employee accepting the property, and the return date.
4. Employees are required to check with each office indicated on the Employee Exit Processing form.
  - a. Employees are not to "self-validate" they do not have any outstanding obligations to the college/district.
  - b. It is the employee's responsibility to determine which departments/office he/she can return items to without affecting his/her job assignment duties and/or without experiencing undue delays with the exit clearance process.
  - c. Employees such as Adjunct Faculty and B-Shift Custodians whose work schedule may conflict with an issuing department's normal service hours should consult with their supervisor to determine if an alternate method for obtaining signatures is needed. Examples of acceptable alternate methods include:
    - 1) Having another employee to obtain the needed clearance signature(s).
    - 2) Having the department supervisor/manager contact the designated area(s), recording the results of the contact, and signing the form as authorizing signature.
    - 3) Attaching an email confirmation from the designated area validating clearance to the Employee Exit Processing form.
5. After all required authorizations are obtained, the departing employee is to submit the completed Employee Exit Processing form to their location personnel office or designated office, e.g., Vice President, Administration for final processing. The location personnel office notifies:
  - a. The location time reporting office that the departing employee has completed all paperwork and the final pay warrant may now be submitted.

b. Information Technology of the employee's assignment termination date.

**D. Final Pay Warrant Hold (Mandatory):** In the event the employee fails to complete the mandatory clearance process and/or does not return District/College property issued to him/her, a hold on the employee's final warrant shall occur as described below:

1. College President/Vice President or District Office equivalent sends an email to Payroll Services, District Office authorizing the hold as follows:
  - Email Subject Line: Final Paycheck Hold: Employee Name, Employee Number
  - Reason for Hold: Failure to Complete Clearance Processing / Failure to Return District/College Property [List Items Not Returned]
2. The College is responsible for notifying employees that a hold has been placed on the issuance of the employee's final pay warrant and that the hold will be removed upon the employee's completing the clearance procedure and/or returning College/District property as required. This notice should be sent to the employee by regular and registered U.S. Mail.
3. When the employee completes the clearance procedure and/or returns the District/College property, the location Personnel Office sends an email to Payroll Services, District Office indicating the clearance process was successfully completed and authorizing release of the final pay warrant.

#### **4. Exit Interview (Recommended / Optional)**

2. The purpose of the exit interview is to provide the management at each District location with:
  - Insight into why employees leave employment
  - Insight into how working conditions and expectations can be improved
  - Relevant and useful data into training needs analysis and training planning processes
  - Indicators as to how staff retention can be improved
  - Insight into employee perceptions on what the District could do to improve its performance.
3. Exit interviews are not to be used an opportunity to evaluate the employee's performance. Information obtained during an exit interview process is not to be placed in the employee's personnel file. Responses to questions may be treated as confidential, and shared on a limited need-to-know basis and/or used in summary form for organizational improvement purposes.
4. Exit interviews are usually conducted with departing employees just prior to the employee's last day of work, i.e., within the last two weeks of the assignment end date.
5. Participation in exit interviews by the employee is voluntary. Employees are not to be compelled to attend exit interviews.

IV. **ADDITIONAL SOURCES**

**LACCD BOARD RULES**

Chapter VII. Business and Fiscal Services

[Article VIII Management and Control of Keys](#)

**LACCD ADMINISTRATIVE REGULATIONS**

[B-1 District-Owned or Leased Vehicles](#)

[B-10 Equipment](#)

[B-11 Write-Off of Assets](#)

[B-12 Protection of Funds](#)

[B-23 Chancellor's Designee for Records Destruction](#)

[B-27 Use of District and College Computing Facilities](#)