

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2629

EMPLOYEE SEPARATION

The following applies to employees who resign or retire from employment with the College:

1. Employees resigning or retiring from the College should submit a letter of resignation identifying their last day of work to their supervisor, with a copy to Human Resources. A minimum notice of two weeks is expected for planning purposes. An employee's last day of work must be a regular work day.
2. The Human Resources Office shall contact appropriate departments to verify that the separating employee has no outstanding financial or property obligations which may be deducted from the employee's final pay.
3. The employee is required to turn in his/her ID badge, parking pass and any College-assigned keys to Human Resources or SCPD on or prior to his/her last work day.
4. To support the organizational development of the College by assisting in the identification of both those aspects of the work environment that are positive and those conditions that need improvement, all full-time and regular part-time employees who resign or retire from the College shall be invited for an exit interview with Human Resources.
5. To comply with the Office of Retirement Services (ORS) regulations regarding service breaks, employees who retire from the College are not eligible to apply for reemployment at the College for a period of nine months following their retirement date with ORS. Employees enrolled in the Optional Retirement Program can apply for reemployment at the College after a period of three months following their retirement date with the College. Separated employees must apply for reemployment with the College. It is not guaranteed, and there are to be no verbal or written understandings of reemployment prior to an employee's retirement.

Revised—Administrative Committee
November 25, 1980
Revised—Cabinet
August 8, 1988
Revised—Cabinet
February 3, 1997
June 21, 2005
May 2, 2006
Retyped-Department/Title Changes-
September 14, 2007
Revised—Cabinet
August 20, 2019
Revised-Exec Dir HR
February 6, 2023