VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 35) 13 September 2011

PERSONNEL CLEARANCE PROCEDURES

The following procedures detail the responsibilities for departing employees, other VMI affiliated individuals (to include ROTC personnel), and their supervisors to provide timely notification of separation from employment, return all Institute property and termination of VMI computer accounts. Timely notification is essential to prevent payroll errors, loss of equipment and other VMI property, and unauthorized access to VMI computer systems.

1. APPLICATION

These procedures apply to all full-time and part-time VMI employees, as well as any VMI-affiliated individual with a VMI computer account (Colleague and/or e-mail). The procedures do not apply to contractor employees and employees of the VMI Alumni Agencies and the Marshall Foundation who do not have VMI computer accounts.

2. NOTIFICATION OF SEPARATION FROM VMI

As soon as the immediate supervisor learns of the departure or planned departure of an employee or other individual with a VMI computer account, **the supervisor must send (either electronically or by fax) the "Exit Alert" form (attachment 1) to the Human Resources Office.** This form is important to assure the departing employee is not paid beyond his or her separation date and to end the employee's computer accounts (Colleague and/or e-mail).
In the event the employee or other individual covered by this policy has abandoned his or her position (failed to report to work) or has resigned by telephone or mail, the supervisor must complete the Exit Alert form immediately and the supervisor's Employee Separation Checklist (discussed in paragraph 4 below) as soon as possible.

3. RESIGNATION LETTER (VMI Employees only)

The immediate supervisor will ensure the employee completes a letter of resignation. The supervisor will accept the resignation in writing and forward the letter and acceptance to the Human Resources Office, with a copy to the Department Head. A letter of resignation is required before recruitment may begin for an anticipated vacancy.

4. OUT-PROCESSING FORMS

A. Separation Checklist (for the Individual)
The supervisor will provide the individual with a copy of the Separation Checklist, printed from the Human Resources Office webpage or obtained from the Human Resources Office. The individual is responsible for completing the checklist to certify that he/she has returned all VMI property. Part-time employees will clear through the immediate supervisor or department head. Full-time employees will clear through the immediate supervisor and the Human Resources Office (employee should contact HR as soon a possible). In the event that an individual has departed and will not return to VMI to out process, the supervisor will complete the Separation Checklist (for the Supervisor) as soon as possible and send the completed form to the Human Resources Office.

B. Separation Checklist (for the Supervisor)
The Employee Separation Checklist (for the Supervisor) serves as a reminder of the supervisor's responsibility to recover VMI property and terminate the departing individual's access to VMI electronic systems. When the out processing actions are complete, the supervisor will sign the form and send it to the Human Resources Office.

C. Exit Interview Form (employees only)
The supervisor will provide the departing employee with a copy of the Exit Interview Form. The completion of the form is voluntary. The Human Resources Office will also offer a copy of the form to a departing employee. In the case of an employee who has already departed, the Human Resources Office will mail a copy of the form to the former employee. The form may be returned to the HR office either by mail or in person.

5. RESPONSIBILITY (all employees and individuals with VMI computer accounts)

A. Immediate Supervisor
It is the responsibility of the immediate supervisor and the department head to report the planned separation of an individual or actual separation of an individual to the Human Resources Office immediately upon knowledge of the planned separation. Failure to report termination/separation of employees may require the responsible supervisor/department head to be held responsible for property replacement costs, unauthorized charges, and unpaid obligations to VMI of the separated individual. Human Resources will report supervisors who fail to properly out-process subordinates on a timely basis to their Executive Vice Presidents and the Institute Planning Committee.

B. Human Resources
It is the responsibility of the Human Resources Office to enter into the Datatel Colleague system within 72 hours of receiving the notification the individual's separation date and account lock date. The Colleague system will disable the individual's account as needed.

C. Commandant's Office
It is the responsibility of the Commandant's Office to notify the Human Resources Office of the resignation of any Tactical Officer or Officer-in-Charge from his/her duties with the Commandant's Office. The employee may not be leaving VMI, but it is essential to end the pay supplement for the additional duties before overpayment occurs.

FOR THE SUPERINTENDENT:

Jeffrey H. Curtis
Colonel, U.S. Air Force (Retired)
Chief of Staff

DIST: E

Forms Attached

OPR: Human Resources

Exit Alert Form

As soon as you receive notice from an employee (or any individual with a VMI computer account) who plans to leave VMI or to go on a leave of absence, please fill out this form and send it to Human Resources (Fax number is 7299 if you print this form.) No cover sheet is needed. Please attach and/or send a copy of the employee's letter or resignation to HR.

Thank you.

Type of Exit (Check One):

❒ Ending Employment
❒ Leave without Pay (LWOP) Anticipated date of return:

PLEASE PRINT

Employee Information

Name: _____

Employee ID/SSN:

Department: _____
Select or type …

Last Day of Work: _____

Last Day on Payroll:_____ (HR use only)

Employee's Supervisor: _____

Supervisor Employee ID/SSN:

Supervisor's Phone: _____

[Date]

[Supervisor's Name]
Virginia Military Institute
Lexington, VA 24450

Dear [ ]:

Please accept this letter as my formal resignation as [Title] from Virginia Military Institute, effective [Date]. I am leaving my position due to [reason – examples include moving out of town, graduation, admission to graduate school, retirement, etc.].

Sincerely,

[Your Name]

SEPARATION CHECKLIST
(FOR THE DEPARTING INDIVIDUAL)

Did you accept a job with another organization? Are you moving out of the area? Are you retiring from VMI? If you are ending your employment for any reason, please follow this detailed checklist to ensure a smooth transition and to provide for the continuation of any benefits you may need. If you are retiring from VMI, please schedule an appointment with the Benefits Administrator in the Human Resources Office as soon as possible.

- ❑ You must submit a letter of resignation to formally resign from VMI. Please provide as much notice as possible; however a minimum of two weeks' notice is requested. One month's notice is expected for a manager/supervisor.

- ❑ **Note:** Direct deposit of your pay will continue through your last regular pay check. Any leave payment (for full-time classified employees only) will also be directly deposited to your account if applicable.

- ❑ If you are moving, or plan to move before the end of the calendar year, please update your address with the Human Resources Office. Remember – this is the address where your W-2 will be mailed.

- ❑ Please schedule an exit appointment with the Benefits Administrator to discuss any outstanding benefits issues including extending your health insurance coverage (COBRA), life insurance, Tax Shelters, final pay and retirement accounts.

ON YOUR FINAL DAY OF EMPLOYMENT

- ❑ Return all Institute property to your supervisor. Complete your final time sheet (if applicable) and give it to your supervisor. Have your supervisor sign the statement of receipt below and itemize applicable items. Keep a copy of this receipt for your records.

STATEMENT OF RECEIPT

NAME (LAST, FIRST, MI)	DEPARTMENT

Received	Not Applicable	
☐	☐	Office/Building Keys (return to your supervisor and/or Physical Plant if applicable)
☐	☐	ID card and, if applicable, any special access card
☐	☐	Master Card (for purchases)
☐	☐	Uniforms
☐	☐	VMI computers, cellular phones, and other property (keep an itemized list of all returned property)
☐	☐	Library Materials

Other (please explain in detail and itemize)_____

_____

_____	_____	_____
Signature of Immediate Supervisor	Printed Name & Title	Date

(SUPERVISOR COMPLETES)

Instructions: The immediate supervisor must initiate this form and complete Section 1 as soon as notice is received from the individual. Section 2 should be completed on or before the last day of employment. The supervisor must return the completed form to the VMI HR Office.

Individual's Name (Last, First, MI)

Job Information:

Separation Date (last day on payroll)	**Department**

Section 1

___ HR Exit Alert is faxed to Human Resources (464-7299)

___ Letter of Resignation is sent to Human Resources

Section 2

___ Collect the following applicable items from the individual and/or address the following issues:

- ❑ Office/Building Keys (return to Physical Plant)
- ❑ ID card, and any special building access card
- ❑ Master Card (for purchasing – return to Comptroller's Office)
- ❑ Travel Card (return to Comptroller's Office)
- ❑ Uniforms
- ❑ VMI computers, cellular phones, and other property (keep an itemized list of all returned property)
- ❑ Library Materials

I have completed all out processing actions for the employee named above

_____ ___ _____

Immediate Supervisor Date

Virginia Military Institute
Exit Interview Form

This form provides departing employees an opportunity to express opinions about their employment at VMI. Your comments and suggestions will help VMI improve the work environment. Responses are considered confidential, will be summarized in aggregate, and will not be used in any way to affect your employment elsewhere. Thank you for your time. Please return directly to the VMI HR Office.

Position Title: _____ Department: _____

Employed from: (mo. /yr.) _____ to (mo. /yr.) _____

Employee Type: (check all that apply)

☐ Classified ☐ Probationary ☐ Wage (1,500 hour, part-time)

☐ Instructional Faculty
☐ Tenured ☐ Tenure Track ☐ Non-tenure

☐ Admin/Professional Faculty

Race: ☐ African-American ☐ Native American
☐ Asian ☐ White
☐ Hispanic ☐ Other_____

Gender: ☐ Female ☐ Male

Please indicate the main factor(s) that influenced your decision to leave VMI. Check all that apply.

_____ Accepted position in private sector/university
_____ Accepted position in public sector/university
_____ Anticipated non-reappointment/tenure denial
_____ Contract expired/tenure denied
_____ Change in direction of career
_____ Compensation
_____ Cost of living/housing
_____ Family responsibilities
_____ Lack of opportunity for advancement
_____ Relocation of spouse/partner
_____ Retirement
_____ Returned to school
_____ Temporary appointment ended
_____ Working conditions
_____ Other

Please rate the following areas using this scale:
1 = outstanding 2 = very good 3 = average 4 = fair 5 = poor
____ Supervision within department
____ Working conditions/space
____ Compensation
____ Training opportunities
____ Benefits
____ Overall satisfaction with department

During your employment, did you experience any discrimination on the basis of race, age, gender, religion, national origin, sexual orientation, or disability? _____ YES _____ NO If "yes" please explain in the additional comments section below.

Would you recommend VMI as a place of employment? _____ YES _____ NO

Why or why not? _____
_____

Name (Optional) _____Date: _____

Additional Comments:

Please return to: VMI Human Resources Office, 305 Letcher Ave., Lexington, VA 24450-0304